

# **NOTICE TO THE PUBLIC – ACCESS TO PUBLIC RECORDS 823 EXHIBIT 1**

## Access to Public Records Sections 19.31-19.39 Wisconsin Statutes

The Board of Education of the School District of Phillips has designated the Superintendent of Schools as the legal custodian of the public records and property of the School District of Phillips.

The Public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the Board of Education at the following place and times:

Place: School District Office  
Phillips High School  
Phillips, WI 54555

Times: 8:00 AM – 4:30 PM Monday through Friday

The Board of Education is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary, and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law.

*Approved 12/16/82  
Revised 10/16/00*