

The School Board recognizes that it is the representative of the public, and that the release of information to the public is an essential function of representative government. The Board shall allow individuals to have access to school district records in accordance with District policies and procedures, and in accordance with state law.

The District Administrator is designated as the legal custodian of records for the School Board, including Board officers, and for any committees or other authorities created by resolution of the Board. He/she shall also be the legal custodian of records for individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual member of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

Building principals shall serve as the legal custodians of the education records of the students presently attending school in their building(s) or programs. The Assistant District Administrator will serve as the deputy custodian of records and shall act as legal custodian of records in the absence of the District Administrator or as otherwise required to respond to record requests.

The legal custodian(s) of records shall safely keep and preserve the records of the various District authorities outlined above and have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodian(s) may deny access to District records only in accordance with legal requirements. The legal custodian is authorized to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted during established District office hours. An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District and the fees that will be charged for the location and reproduction of such records shall be adopted by the Board and be displayed in prominent and conspicuous locations throughout the District. The notice shall also be available upon request to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

For purposes of implementing provisions of the Wisconsin Public Records Law, the following positions constitute “local public offices” in the District: School Board members and Board officers, the District Administrator, Assistant District Administrator, Director of Technology & Support Services, Director of Special Education, and Building Administrators.

District records shall be disposed of when appropriate consistent with legal requirements and as per the Wisconsin Records Retention schedule for school districts with any applicable local exceptions or modifications to that schedule, which has been adopted for use in the District.

### Legal References:

#### Wisconsin Statutes

[Sections 19.21 – 19.39](#)

[Public Records Law and related statutes]

[Section 120.13\(28\)](#)

[board authority to designate legal custodians]

#### Federal Laws

[34 C.F.R. §300.623](#)

[confidentiality safeguards regarding IDEA-related records]

### Cross References:

**Adoption Date:** 8/18/2014