

Section 19.34(3), Wis. Stats, requires the District to adopt, prominently display and make available for inspection and copying at its offices a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records and the costs thereof. Section 19.34(1), Wis. Stats., also requires the District separately identify each position in the District that constitutes a local public office.

Notice is hereby provided of the following information required by the Wisconsin Open Records Law:

1. Records Custodian: District Administrator
2. Means of Requesting Records: The public may seek access to records and/or request copies of records in the District's custody in person, by appointment only, at the District Offices located at 207 Polk Street, Slinger, WI, 53086. Office hours are 7:30 am – 4:00 pm Monday through Friday (except legal and other holidays).
3. Costs of Obtaining Records: The District will impose a fee of \$0.25 per copy upon any individual requesting records from the District as provided for in 19.35(3)(a)-(e), Wis. Stats. The District may require prepayment from any individual requesting records from the District if the total amount exceeds \$5.00.
4. Local Public Offices: The District has deemed the following positions in the District as "local public offices" as defined by 19.32(1dm), Wis. Stats:
 - a. District Administrator/ Superintendent of Schools
 - b. School Board Members
 - c. Assistant District Administrator
 - d. Director of Special Education
 - e. Director of Instructional Technology & Support Services
 - f. Building Administrators (principals, assistant principals and athletic director)

Adoption Date: 8/18/2014