

SCHOOL DISTRICT OF WAUZEKA-STEUBEN

ACCESS TO PUBLIC RECORDS

The Board of Education of the School District of Wauzeka-Steuben shall allow persons to have access to District records in accordance with this policy and procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any District authority. The legal custodian shall safely keep and preserve records of authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any School District authority. The legal custodian may deny access to records only in accordance with the law. The District Administrator is authorized and encouraged 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 at any time during established District Office hours. The legal custodian shall establish fees in accordance with the law. A list of such fees shall be made available at the District Office.

District public records shall be retained for periods of time consistent with legal requirements and as per the Wisconsin Records Retention Schedule of School Districts, which was recommended by the State Superintendent's Task Force on Records Retention in January 1990 and adopted for use in the District. Copies of the Record Retention Schedule are available upon request in the District Office and may also be accessed at the Department of Public Instruction's webpage: <http://dpi.wi.gov>

A public records notice shall be displayed and the procedures developed to implement this policy will be on file in the District Office.

Legal References:

Cross References:

Adoption Date: 02/23/2011

Date Revised: 3/17/2014

Date Reviewed: