

NOTICE TO EMPLOYEES

The Board of Education has designated the district administrator as the legal custodian of records for the School District of West Salem, West Salem, Wisconsin.

The legal custodian is vested by the Board with full legal power to render decisions and to carry out duties of the district under the public records and property law. Requests for access to records shall be referred to a legal custodian. The legal custodian shall determine whether a record of the School District of West Salem must be made available for inspection and/or copying by a requester, or whether the request may be denied.

APPROVED IN PART: October 1990

REVISED: January 9, 1996