

ACCESS TO PUBLIC RECORDS

The Board of the School District of West Salem shall allow persons to have access to school district public records in accordance with this policy and implementing procedures and in accordance with state law.

The district administrator shall be the legal custodian of records for any school district authority. The legal custodian shall designate one or more deputies to act as the legal custodian of public records in his/her absence or as otherwise required to respond to requests for records.

The legal custodian shall safely keep and preserve records of the district and shall have full legal power to render decisions and to carry out duties of the authority under the public records and property law. The designation of a legal custodian does not affect the powers and duties of an authority under the public records law.

The legal custodian shall determine whether a record of the district must be made available for inspection and/or copying by the requester and whether the request may be denied. The legal custodian may deny access to records only in accordance with state law.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with state law. A list of such fees shall be made available at the district office.

A public records notice shall be displayed in each school building.

LEGAL REF.: Subchapters II & IV Chapter 19 Wisconsin Statutes

Section 120.13(28)

CROSS REF.: 823-Rule, Guidelines for Access to Public Records

823-Exhibit (1), Notice to the Public

823-Exhibit (2), Notice to Employees

347, Student Records

523.1, Staff Physical Examinations

524, Personnel Records

824 Records Retention

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