

## **RELEASE, INSPECTION AND REPRODUCTION OF PUBLIC RECORDS AND PROPERTY**

1. Designation of Public Records:

The board hereby recognizes and designates all of its records as defined by Section 19.32(2) Wisconsin Statutes, as public records and documents. The release inspection and reproduction of such records will take into account the presumption in favor of public access and any decision will then be based upon a balance between the public's right to access and an individual's right to confidentiality.

2. Designation of the Official Legal Custodian of the Records of the District:

The board hereby designates the superintendent as the official legal custodian of the public records of the district. It shall be the responsibility of this individual to execute all duties and responsibilities of the district pursuant to Wisconsin's Public Records and Property Law.

As the official legal custodian of the records of the district, the superintendent shall be responsible to the board for the timely response to any request for access to the public records of the district. The custodian shall be solely responsible for the release of the public records of the district, the conditions under which records may be inspected, and the collection of costs for the location or reproduction of such records.

It is directed that all employees of the district be informed in writing that the superintendent has been designated the official legal custodian of the public records of the district. The employees shall further be informed of the duties of the legal custodian and shall also be made aware of the other requirements and provisions of this policy.

3. Powers of the Official Legal Custodian of the Records of the District:

All requests for the release, inspection and/or reproduction of the public records of the district shall be directed or referred to the district's official legal custodian.

The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law (Section 19.31-19.39, Wisconsin Statutes) or this policy.

4. Procedures for the Release, Inspection and Reproduction of Records and Property of the District:

The board hereby adopts the following notice and the administrative procedure. These documents indicate the procedures the district shall use in responding to requests for the release, inspection or reproduction of the records and property of the district.

(continued)

This notice and the administrative procedure may be modified from time to time by board action, but absent such modification, the decisions of the official legal custodian of the records of the district shall be in conformity with its provisions.

Copies of the notice hereby adopted shall be prominently displayed in appropriate locations throughout the district and a copy of the notice shall be made available to any member of the public upon a request for inspection or reproduction.

5. Adoption of Fee Schedule Regarding the Cost for the Location and/or Reproduction of the Records and Property of the District:

The board hereby adopts the following fee schedule to cover the actual costs relating to the location and reproduction of any of the records of the district. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the district. This schedule shall be reviewed annually by the board and adjusted as the need arises.

The fee schedule for the costs relating to the location and/or reproduction of the records and property of the district is detailed in policy #1400.2.

6. Record Preservation:

The records of the district shall be retained and preserved by the official legal custodian as required by all applicable laws and no records shall be destroyed without the prior written approval of the custodian.

No record of the district shall be destroyed after the receipt of a request for such record until after the request is granted or until any dispute concerning the request has been completely and finally resolved.

7. Indemnification of the Official Legal Custodian of the Records of the District:

Any cost or fees incurred by the official legal custodian of the records of the district shall be directly reimbursed by the district to the custodian and shall not be treated as their personal liability of the custodian.

Reference: Wis. Statutes Sections 19.21-19.39 and 119.88(22)

Cross-reference: Policy #1400.2 - Public Records and Property Fee Schedule

Adopted: March 9, 1983

Amended: March 13, 1985

December 12, 2001

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