

It is the policy of the North Lake School District to provide the following procedure relating to the 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~~ harm to the public, against the benefit to the public, of releasing such records.

2. **Designation of the Official Legal Custodian of the Records of the District:** The Board hereby designates the District Administrator and/or his/her designee as the official legal custodian of the public records of the District. It shall be the responsibility of said Administrator and/or his/her designee 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 individual in this position 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 the employees of the District be informed in writing that the District Administrator and/or his/her designee 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 official legal custodian and shall also be made aware of the other requirements and provisions of this ~~resolution~~ 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 the 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 ~~resolution~~ policy.

4. **Indemnification of the Official Legal Custodian of the Records of the District:** Any costs or fees incurred by the official legal custodian of the records of the District shall be directly reimbursed by the District to the custodian as required by all applicable laws and no records shall be destroyed without the prior written approval of the custodian.

5. **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 in accordance with law.

5. **Official Notice:** Pursuant to Wisconsin Law, this notice has previously been adopted by the North Lake School District, which is a K-8 elementary school organized and existing pursuant to Chapter 120, Wisconsin Statutes. In applying the provisions of the public records law, the positions identified as local public offices within the School District include School Board members, the District Administrator, and the Principal.

The Board of the North Lake School District has directed that this notice be placed in prominent and conspicuous locations throughout the District so that the notice can be viewed and inspected by any member of the public. In addition, individual copies of this notice will be made available to any person who requests such a copy from the official legal custodian of the records of the District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

Any public record of the District will be made available for inspection at the offices of the official legal custodian during regular business hours upon proper request. The regular hours of the office of the District for purposes of inspection are from 8:00 a.m. to 3:00 p.m., Monday through Friday during the school year. No original public records of the District shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this notice.

Access Procedure: A sufficient request to inspect or secure a copy of a school document or record shall be made to the legal custodian. The request must reasonably describe the requested information or record. A request for a school document or record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.

- A. After the receipt of a sufficient request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practical and without delay. In any event, every request should be responded to within five (5) working days. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.
- B. If a request is denied, it will be denied in writing not later than five (5) working days after the request has been made.
- C. If any records of the District are requested which are necessary for the day-to-day operations of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.
- D. If the official legal custodian determines that portions of any records requested contain information that should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

- E. Any requests for computer records of the District will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine. Since computer time can be expensive, the person requesting computer information will be informed of estimated costs.

Fee Schedule: Most of the District's records are readily available, or can be located in any relatively short period of time. There will be no "location" fee imposed upon any person who requests a record if the costs of locating that record do not exceed \$50.00.

Some of the records of the District are in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor and will collect the charge before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs of locating the record.

The District will determine the cost of locating a record by using the hourly rate including benefits and fringes for the employees involved in locating the record. The legal custodian can request a prepayment of any cost accrued if the amount is more than \$5.00 per Wisconsin Statutes 19.35(3)(f).

A. Costs of copying and reproduction of records where equipment is available:

- \$0.15/page for up to 50 pages; hourly rate including benefits and fringes above 50 pages
- The actual cost to the District of the tapes or other medium used for reproduction shall also be paid by the person making the request

B. Costs of reproduction of records where equipment is not available within the District are as follows:

- If equipment necessary for any reproduction is not available within the District, then the District will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the District to the third party vendor.
- Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment and assorted computer hardware/software.
- The actual cost to the District of the tape or other medium used for reproduction shall also be paid by the person making the request.

C. Cost for mailing, shipping, fax:

- If mailing, shipping, or faxing is necessary, the actual cost thereof shall also be charged per Wisconsin Statutes 19.35(3)(d).

Disputes: The legal custodian of the school documents and records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

Elected officials and employees of the School District shall not be required to pay for public records that may be required for the proper performance of their official duties.

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