

North Lake School District Public Record Notice

The North Lake School District has designated a Custodian of Public Records in order to meet its obligations under State public records laws (Wis. Stat. §§ 19.31 - 19.39). Members of the public may obtain access to the North Lake School District's public records, or obtain copies of these records, by making a request to the Custodian of Public Records during the North Lake School District's office hours of Monday through Friday, 6:30 a.m. to 3:30 p.m. Such requests should be made to:

District Records Custodian
North Lake School District
N75 W31283 Hwy VV
North Lake, WI 53064
acklie@northlakeschool.org

The North Lake District may impose a fee upon the requester of a copy of a record of two cents (\$0.02) per page for a black and white copy, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The North Lake District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The North Lake District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

The North Lake School District has identified the following as Local Public Office Holder Positions:

All School Board Members
Superintendent