

1. The methods by which the public may obtain information and access to records in the custody of the School District of Neillsville, make requests for records, and obtain copies of records are as follows:
 - A. A request to inspect or copy a record shall be made to the legal custodian or designee. The legal custodian, upon request for any record, shall as soon as practicable and without delay, either fill the request or notify the requester of the determination to deny the request in whole or in part and the reasons thereof.
 - B. Public access to records may be denied as permitted by law. To the extent required by law, a legal custodian may deny access to a record, in whole or in part, if he or she determines that the public interest in disclosure outweighs the public interest in nondisclosure.
 - C. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court mandamus under Wis. Stat. s. 19.37(1) or upon application to the attorney general or a district attorney.
 - D. If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove material not to be released and thereafter released the balance of the document.
 - E. Any requests for electronic records of the district will be referred by the official legal custodian to the individual in charge of the records involved to determine the applicable costs, including any costs for location of records. The legal custodian will determine whether the person requesting the records should be informed of the estimated costs and payment terms before providing access to the records.
2. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial. The district may request that an oral request be submitted in writing.
3. Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information is being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written response.
4. Any person shall have not only the right to inspect the records of the district, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the district, that person shall be informed of the costs

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of the records of the district, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the district relative to the costs of producing any of the records of the district are as follows:

FEE SCHEDULE

I. Costs of Locating Documents:

The legal custodian may charge for locating a record, as permitted by law. There shall be no charge for locating a record unless the actual, necessary, and direct costs exceed \$50.00. In such instances, the cost may be determined by the legal custodian and billed to the requester.

The custodian will endeavor, but will not be required, to provide an estimate of the total anticipated cost of locating the record. The district will determine the cost of locating a record by using the hourly rate for employees involved in attempting to locate the record.

II. Reproduction Expenses:

1. Actual, necessary, and direct costs of copying and reproducing records where equipment is available:

a. \$.10/page (black print on white paper only)

b. If the form of the record does not permit copying, the actual, necessary, and direct cost of photographing and photographic processing may be charged.

2. Actual, necessary, and direct cost of reproduction of records where equipment is not available within the district.

a. If equipment necessary for any reproduction is not available within the district, then the district may rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee, as permitted by law.

b. Items in such a situation may include, but would not be limited to, audio or video tape reproduction equipment, microfilm, fiche, or ultra fiche reproduction equipment, assorted computer hardware and software.

III. Disputes:

1. The official legal custodian of the 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.

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IV. Payment of Fees:

1. The official legal custodian of the records of the district may require the payment of costs provided herein in advance if the costs exceed \$5.00.
2. The official legal custodian of the records of the district may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

LEGAL REF: WI Statutes Chap. 19

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