

ACCESS TO PUBLIC RECORDS

KBG

The Board of Education of the School District of Neillsville shall allow persons to have access to school district records in accordance with this policy.

The district administrator, or his/her designee, is designated as the legal custodian of records for any school district authority. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law. (The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.)

The following positions constitute a local public office within the School District of Neillsville:

- District Administrator
- Principal
- Buildings and Grounds Director
- Transportation Director
- Food Service Director

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 the law.

Wisconsin Statutes require that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the board.

The board has approved the following records retention schedules developed by the Wisconsin Historical Society and PRB: Wisconsin Public School District and Related Records GRS (expiring March 20, 2033).

The district will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedule(s) adopted do not define the retention period for a particular record, the district will retain the record for seven (7) years.

LEGAL REF: WI Statutes Chap. 19, Sec. 120.13 (28)

Cross Ref.: KBG (Attachment 1), Notice to the Public
(Attachment 2), Notice to Employees
KBGA, Access to Public Records Procedures
JO, Student Records

Initial Adoption: 11/20/23

Final Adoption: 12/18/23

NOTICE TO THE PUBLIC

The School District of Neillsville has designated the district administrator as the legal custodian of the public records of any school district authority. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the School District of Neillsville at the following place and times:

Board of Education Office
614 East 5th Street
Neillsville, WI 54456

Anytime during established district office hours

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District Administrator
Principal
Buildings and Grounds Director
Transportation Director
Food Service Director

The School District of Neillsville is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law. Other fees may also be imposed as permitted by law, including the actual, necessary, and direct cost for locating a record, if such costs exceed \$50.00.

Initial Adoption: 11/20/23

Final Adoption: 12/18/23

NOTICE TO EMPLOYEES

The district administrator, or his/her designee, has been designated as the legal custodian of records of any school district authority. The legal custodian is vested by the School District of Neillsville with full legal power to render decisions and carry out the duties of the School District of Neillsville under the public records and property law. Requests for access to records shall be referred to the legal custodian. The legal custodian will determine whether a record of the School District of Neillsville must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

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Initial Adoption: 11/20/23

Final Adoption: 12/18/23