

NOTICE TO EMPLOYEES

The School District of Bayfield Board of Education has designated the District Administrator, or in his/her absence, the Finance Manager, as the legal custodian of the public records of the Board and of its members, officers and committees.

Each legal custodian is vested by the School District of Bayfield Board of Education with full legal power to render decisions and carry out the duties of the Board under the Wisconsin Public Records Law. Requests for access to records shall be referred to the legal custodian. The legal custodian will determine whether a record of the Board must be made available for inspection and/or copying by a requester.

APPROVED: January 14, 2008