

SCHOOL DISTRICT OF BAYFIELD

ACCESS TO PUBLIC RECORDS

The Board of Education shall allow access to school district records in accordance with state law and established procedures.

The District Administrator, or in his/her absence, the Business Officer, shall serve as the legal custodian of records except as otherwise specifically provided. Public record requests relating directly to the District Administrator shall be submitted to the Board of Education to render decisions and carry out duties related to those public records.

The legal custodian will safely keep and preserve the public records of each authority and will have full legal power to render decisions and carry out duties related to those public records. The legal custodian may deny access to records only in accordance with state or federal law. The legal custodian is authorized and encouraged to consult with the district's legal counsel to determine whether to deny access to a record in whole or in part.

Public records may be inspected, copied, and/or abstracted at any time during established district office hours. The Board shall periodically establish fees in accordance with applicable law.

Notice of this policy shall be posted in all school district public notice locations and will be published annually in the district's official newspaper.

LEGAL REFERENCE: Chapter 19 Subchapter II and IV Wisconsin Statutes
 Section 120.13(28)
 Chapter 16 Wisconsin Statutes

CROSS REFERENCE: Policy 823 Rule – Access to Public Records Procedures
 823 Exhibit 1 – Official Public Noticed
 823 Exhibit 2 – Notice to Employees
 526 Personnel Records

APPROVED: January 14, 2008