

**ACCESS TO PUBLIC RECORDS**

The School Board will allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of the records of the District, except that the building principal is designated as the legal custodian of student records. The Director of Business and Human Resource Services is designated as the deputy to act as legal custodian of records maintained in a publicly owned or leased building in the absence of the legal custodian or as otherwise required to respond to requests for records.

The legal custodian will safely keep and preserve the records and has full legal power to render decisions and carry out duties related to those public records maintained by the District. Requests for access to records will be referred to the legal custodian. The legal custodian will determine whether a District record must be made available for inspection and/or copying by a requestor, or whether the request may be denied, in accordance with legal provisions.

ADOPTION DATE: March 12, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline  
Exhibit 1, Public Records Notice and Fee Schedule  
Policy 347 Control, Maintenance, and Confidentiality of  
Student Records

LEGAL REFERENCE: Chapter 19, Subchapters II and IV, Wisconsin Statutes  
Sections 120.13(28), Wisconsin Statutes