

**DODGELAND SCHOOL DISTRICT
Board Policy Manual**

823

ACCESS TO PUBLIC RECORDS

The School Board recognizes that it is the representative of the public, and that the release of information to the public is an essential function of representative government. The Board shall allow individuals to have access to school district records in accordance with District policies and procedures, and in accordance with state law.

The District Administrator is designated as the legal custodian of records for the School Board, including Board officers, and for any committees or other authorities created by resolution of the Board. The District Administrator shall also be the legal custodian of records for individual members of the Board, but only to the extent such records are maintained at any District-owned or District-controlled facility, or on any District-controlled computer system. Each individual member of the Board is the sole legal custodian of the records of his/her elected office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.

Building principals shall serve as the legal custodians of the education records of the students presently attending school in their buildings or programs. The building principals shall serve as the deputy custodian(s) of records and shall act as legal custodian of records in the absence of the District Administrator or as otherwise required to respond to record requests.

The legal custodians of records shall safely keep and preserve the records of the various District authorities outlined above and have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodians may deny access to District records only in accordance with legal requirements. The legal custodian is authorized to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted during established District Office hours. An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District and the fees that will be charged for the location and reproduction of such records shall be adopted by the Board and be displayed in prominent and conspicuous locations throughout the District. The notice shall also be available upon request to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

For purposes of implementing provisions of the Wisconsin Public Records Law, the following positions constitute "local public offices" in the District: School Board members and Board officers, the District Administrator, and building principals.

District records shall be disposed of when appropriate based on legal requirements and the *Wisconsin Records Retention Schedule for School Districts*, with any applicable local exceptions or modifications to that schedule, which has been adopted for use in the District.

LEGAL REF.:	Chapter 19, Subchapters II and IV	Wisconsin Statutes
	Sections	
	103.13	
	103.15	
	118.125	
	118.126	
	118.128	
	120.13(28)	
	146.81-146.84	
	252.15	
	767.24(7)	
	938.396	

ADM 12 Wisconsin Administrative Code
Family Educational Rights and Privacy Act (FERPA)
Americans with Disabilities Act of 1990
Health Insurance Portability and Accountability Act (HIPPA)
USA Patriot Act of 2001
34 C.F.R. Section 300.623

CROSS REF.: 823-Rule, Access to Public Records Procedures
823-Exhibit, Public Records Notice
347, Student Records
347-Rule, Guidelines for the Maintenance and Confidentiality of Student Records
526, Personnel Records
District Records Retention Schedule

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Revised (WASB): December 17, 2012

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