

Policies of the Board of Education

Section K School Community Relations

ACCESS TO PUBLIC RECORDS

2000.20

The Lake Country School Board of Education shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with state law.

The District Administrator is designated as the legal custodian of school district records. The legal custodian shall safely keep and preserve school district records, which includes records of the Board and any committees, advisory boards or other authorities created by resolution of the Board, 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 state 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.

As the legal custodian of the records of the District, the District Administrator shall be responsible for a timely response to any request for access to the public records of the District. The legal custodian shall be responsible for the release of the public records of the District, the conditions under which records may be inspected, and the collection of costs for the location, reproduction and/or mailing or shipping of such records, as well as for the preparation of written statements denying access in whole or in part. 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.

A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

Legal References: Chapter 19, subchapters II and IV, Sections 103.13, 103.15, 118.125, 118.126, 120.13(28), 146.81-146.84, 252.15, 767.24(7), 938.396 Wisconsin Statutes
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 of 2001

Cross-references: 2000.20 Rule Access to Public Records Policy

Adopted by the School Board: April 19, 2011

