

823 ACCESS TO PUBLIC RECORDS

Access to public records of the School District of Wisconsin Rapids shall be granted to any citizen during normal hours of business, in accordance with state law and established procedures. This does not apply to student records or other records specifically exempt from disclosure by state or federal law. Requests for access to public records may be denied only in accordance with law.

The legal custodian of all records of the district shall be the superintendent or his/her designee. Examination of public records will be made in the presence of the individual designated as the custodian regularly responsible for maintenance of files. Fees may be charged for research and reproduction of public records, in accordance with state law and established procedures.

The following positions constitute a local public office within the Wisconsin Rapids Public School District:

Superintendent

Director of Human Resources
Director of Curriculum
Director of Business Services
Director of Pupil Services
Director of Technology
Assistant Director of Curriculum
Assistant Director of Pupil Services
High School Principal
Junior High School Principal
Elementary Principal

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

LEGAL REF.: Chapter 19, Subchapters II and IV Wisconsin Statutes
Section 120.13(28)
Wisconsin Act 47 of 2003

CROSS REF.: Policy 184, Minutes
Policy 347, Student Records
Policy 525, Personnel Records
School District Records Retention Schedule

APPROVED: November 11, 1974

REVISED: June 17, 2002
June 14, 2003
June 14, 2004