

PUBLIC RECORDS POLICY AND NOTICE

Description of Organization

The School Board of the Independence School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

The School District Administrator's office is responsible to the Board for the execution of its policies, rules and regulations. The District Administrator shall act as legal custodian for the School Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the School Board.

The legal custodians shall safely keep and preserve records 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 custodians may deny access to records only in accordance with the law. (The legal custodians are 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).

"Local public office" positions include the District Administrator, high school principal, middle school principal, elementary principal and members of the School Board.

Dates and Places at Which Public Records May be Obtained

The public may obtain information and access to records by making requests either in writing or in person to the District Administrator, Independence Public School, 23786 Indee Boulevard, Independence, Wisconsin, 54747, during regular office hours. Regular office hours are between 7:30 a.m. and 4:00 p.m., Monday through Friday, holidays excluded.

If the District Administrator is not present, information and access to records may be obtained from elementary, middle or high school principal, who is authorized to act as legal custodian in the District Administrator's absence.

Costs

A fee will be imposed upon the requested for the actual, necessary and direct cost of:

1. Reproducing and transcription of the record, including any required costs to notify the person who is the subject of the record that it is being requested;

2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing or shipping of any record or photograph to the requester; and
4. Locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

Fees for photocopying shall be \$0.05 per page. Prepayment may be required for requests if the total exceeds \$5.00.

If the anticipated cost for items 1-3 exceed \$15.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

If the anticipated cost of locating a record exceeds \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

The legal custodians may establish fees in accordance with the law.

LEGAL REFERENCE: Subchapter I of Chapter 19, Section 120.13 (28) WI. Statutes.
Wisconsin Statute 19.34

Adopted: November 22, 1982

Reaffirmed April 25, 1988

Reviewed and updated April 26, 1993

Reaffirmed annually April 25, 1994 through April 26, 2004

Amended June 28, 2004

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Reaffirmed December 6, 2017