

SCHOOL DISTRICT OF SHOREWOOD

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ACCESS TO PUBLIC RECORDS

The Board of Education 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 guidelines, and in accordance with state law.

The Superintendent and the Director of Business Services are designated as the legal custodian of records for the Board of Education, including Board officers, and for any committees or other authorities created by resolution of the Board. He/she 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.

Each building principal shall serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records, which are otherwise maintained at their respective building(s). The Director of Special Education is designated as the deputy custodian of all records pertaining to special education.

The legal custodian(s) 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 custodian(s) may deny access to District records only in accordance with legal requirements. The legal custodian(s) 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 business hours. An official notice of the District's policy and guidelines 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 Superintendent, building principals, Director of Special Education and Pupil Services, Human Resources Manager, and Director of Curriculum and Instruction.

The following process will be used upon receipt of an Open Record Request:

- Open Records requests received by any/all District offices will be forwarded to the District's Human Resources Manager or designee, who will be responsible for ensuring acknowledgement, legal review, as needed, communication with the Requester re: costs and/or other processing information, and leadership of fulfillment tasks, pursuant to state laws;
- In addition to those staff members involved in collecting information, the District Superintendent will review records requests and fulfillment for confidentiality and compliance issues and approve content before the District sends its response; and
- The District's Human Resources Manager or designee will maintain all documentation related to Open Records request receipts, acknowledgements and fulfillment.

District records shall be disposed of when appropriate consistent with legal requirements and as per 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.: Sections 19.21-19.39 Wisconsin Statutes
 120.13(28)
 Federal Laws
 34 C.F.R. §300.623

CROSS REF.: 172, Board Meeting Minutes
 345, Student Records
 354, Internet Safety and Acceptable Use
 525, Staff Physical Examinations

APPROVED:

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