

## **SCHOOL DISTRICT OF SHOREWOOD**

823 Exhibit

### **ACCESS TO PUBLIC RECORDS: PUBLIC RECORDS NOTICE AND FEE SCHEDULE**

The Shorewood School District is a Wisconsin Common Public School District providing education to students in grades 4K through 12. The Board of Education, consisting of five elected members is the governing body of the District.

The Superintendent, (insert name), and Business Manager, (insert name), serve as the legal custodians of public records of the Board and of its members, officers, and committees.

The public may obtain information about disclosure of public records, make requests for disclosure of records, and, in accordance with applicable law, inspect or obtain copies of such records in the custody of the Board at the following:

Place: Shorewood School District  
Superintendent's Office  
1701 E Capitol Drive  
Shorewood, WI 53211

Time: 8:00 am - 4:00 pm  
Monday through Friday  
Excluding Holidays

In addition, copies may be requested and, as appropriate, obtained by mail.

The Shorewood School District is authorized by law to impose a fee on the requester, which does not exceed the actual, necessary and direct cost of reproduction, transcription of the record when required by law, locating, and shipping, as well as any other fee permitted by law.

For additional information on the fees and accessing public records, please refer to District policy 823 Access to Public Records and guideline 823 General Procedures for Handling Public Record Requests.

APPROVED: