

SCHOOL DISTRICT OF SHOREWOOD

823

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 Business Manager 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.

REVISED: August 13, 2002
September 10, 2002