

ACCESS TO PUBLIC RECORDS

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

The Superintendent is designated as the legal custodian of records for the district. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by the district. The legal custodian may deny access to records only in accordance with the law. The legal custodian is 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.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the district office.

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

ADOPTED: December 27, 1982

REVISED: February 24, 2003

LEGAL REF.: Wisconsin Statutes: Subchapters II & IV of Chapter 19
120.13 (28)
120.44(2)

CROSS REF.: KBG-R, Guidelines for Access to Public Records
KBG-E(1), Notice to the Public
KBG-E(2), Notice to Employees

REVIEW DATE: March 24, 2014

GUIDELINES FOR ACCESS TO PUBLIC RECORDS

Individuals may have access to public records maintained by the district in accordance with state law and the procedures outlined below. These procedures do not apply to student records or other records specifically exempt from disclosure by state or federal law.

A. Legal Custodian

On behalf of the School District of Jefferson, the Superintendent is designated as the legal custodian of records. The Director of Business Services and High School Principal are designated as the deputies to act as the legal custodian in the absence of the legal custodian or as otherwise required to respond to requests for records.

The legal custodian shall have the full legal power to render decisions and carry out the duties of the School District of Jefferson.

B. Accessibility of Records

1. Records shall be available for inspection and copying during all regular office hours.
2. A requester shall be permitted to use facilities comparable to those available to district employees to inspect, copy, or abstract a record.
3. The legal custodian or his/her designee may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.

C. Records Requests

1. A request to inspect or copy a record shall be made to the legal custodian or his/her designee. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. Mail requests may not be denied unless a fee pre-payment is required.
2. The legal custodian or his/her designee, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the denial.
3. A request for a record may be denied in accordance with state law. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the

requester within five business days of the oral denial. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Written denials must include a statement informing the requester that the denial may be reviewed by a court of mandamus, or upon application to the attorney general or a district attorney.

4. If a record contains information that may be made public and information that may not be made public, the legal custodian or his/her designee shall provide the information that may be made public and delete the information that may not be made public from the record before release.

D. Fees

A requester shall be charged a fee for the cost of copying and locating records as follows:

1. The fee for photocopying shall be 10 cents per page.
2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts, and audio or videotapes shall be charged.
4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
5. There shall be no charge for locating a record unless the actual cost exceeds \$50 in which case the actual cost shall be determined by the legal custodian or his/her designee and billed to the requester.
6. The legal custodian or his/her designee shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.
7. Elected officials and employees of the district shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
8. The legal custodian or his/her designee may provide copies of a record without charge, or at a reduced charge, where he/she determines that the waiver or reduction is in the public interest.
9. The legal custodian or his/her designee may not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of fees as outlined above is not a sale or rental under these procedures.

E. Record Maintenance and Destruction

1. The legal custodian may, subject to Board resolution, keep and preserve records in his/her possession by means of microfilm or other reproductive device, optical imaging, or electronic formatting. Such records shall meet the standards set forth in state law and shall be considered original records for all purposes. Such records shall be preserved along with other files of the

district and shall be open to public inspection and copying according to the provisions of state law and these procedures.

2. The Board adopts the School District Records Retention Schedule as minimum requirements for the retention of records. The legal custodian shall have authority to authorize the destruction or transfer of district records in accordance with the retention schedule.
3. The legal custodian, prior to the destruction or transfer of records shall provide notice in accordance with state law to the historical society.

3/24/14

NOTICE TO THE PUBLIC

The Board of Education of the School District of Jefferson has designated the Superintendent as the legal custodian of the public records and property of the School District of Jefferson.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the district at the following place and times:

PLACE: School District Office
206 S. Taft Avenue
Jefferson, WI 53549

TIME: SCHOOL YEAR: 7:30 a.m. – 4:00 p.m. (Monday through Thursday)
7:30 a.m. – 3:30 p.m. (Friday)

SUMMER HOURS: 7:00 a.m. – 3:00 p.m. (Monday through Friday)

The district is authorized by law to impose a fee on the requester which does not exceed the actual, necessary, and direct cost of reproduction and transcription of a record, unless a fee is otherwise specifically established by law. A list of such fees is available at the district office.

9/14/09

NOTICE TO EMPLOYEES

The Superintendent has been designated as the legal custodian of records for the School District of Jefferson, Wisconsin.

The legal custodian is vested by the Board with full legal power to render decisions and to carry out duties of the district under the public records and property law. Requests for access to records shall be referred to the legal custodian. The legal custodian shall determine whether a record of the School District of Jefferson must be made available for inspection and/or copying by a requester, or whether the request may be denied.

2/24/03