

## ACCESS TO PUBLIC RECORDS

No. 823  
(A) 4-14-82  
(R) 6-12-89  
(R) 4-13-92  
(R) 11-9-98  
(R) 12-14-15

The Board of Education serves as the custodian of the public documents of the School District and the District Administrator shall be the keeper of these documents. These papers shall include contracts, insurance policies, annual reports, banking materials, purchasing records and receipts, guarantees and warranties, and permanent records of all sorts.

1. Any request to a school district office for information of any sort shall be answered immediately and with all possible convenience to the person requesting information. It shall be the goal of the Board of Education to be as accommodating as possible to all requests for information.
2. Anyone desiring to examine and review documents shall submit a request in writing, in person, orally, or by telephone to the District Administrator, specifying the documents and materials desired. A log is to be kept of all such requests.
3. Taking into consideration the right of the public to examine public documents and the need to maintain regular district office and business procedures, the District Administrator shall, upon receipt of a request to examine public documents, establish an appointment time, during regular office hours, with the individual making the request. The District Administrator shall attempt to satisfy the request in as timely a manner as possible.
4. No documents shall be removed from the offices of the school district without the written permission of the District Administrator. However, citizens may request copies of certain records or documents and shall pay, at the time of request, the market costs of copying and mailing (if desired).
5. Individual personnel records of past and present employees of the school district are not open to inspection by the public.
6. Requests to examine minutes of executive sessions of the Board of Education shall be filed with the District Administrator in accord with procedures listed above. Upon such request the District Administrator will determine, in consultation with the Board President, whether the need for nondisclosure of closed session minutes continues. The District Administrator may then open segments of closed session minutes while retaining the confidential nature of other segments.
7. Whenever the disclosure of public records is denied in whole or in part, the District shall give specific, written reasons for the denial within five working days. The Board of Education shall be informed of each denial of any request for disclosure of a public document. Citizens who are denied access to public documents may appeal to the Board

of Education by making such requests in writing to the District Administrator, or the Clerk of the Board, who shall forward the appeal request to the Board. Citizens who are denied access to public documents by the Board of Education may pursue further legal recourse to Circuit Court.

8. Retention of Records

The District Administrator shall have the authority to discard any records over seven (7) years old except those which must be retained in accordance with state laws.

LEGAL REFERENCES: 19.21  
19.33  
19.35  
19.36  
103.13  
118.125  
116.035  
120.13(28)

Cross Reference: Policy No. 347- Student Records  
Policy No. 823 Exhibit- Wisconsin Records Retention Schedule  
for School Districts  
Guidelines/Procedures for the Maintenance, Confidentiality and  
Permission to Obtain and Release Information/Form