

823 - ACCESS TO PUBLIC RECORDS

THE SCHOOL DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

The Board has designated the District Administrator, the High School Principal and the Elementary School Principal as the official legal custodian and deputy custodians of the records and property of the District. The names of the individuals presently holding these positions can be obtained by contacting the business office of the School District which is located at the following address:

School District of Algoma
1715 Division Street
Algoma, WI 54201

Any public record of the District will be made available for inspection at the office of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 3:50 p.m., Monday through Friday. No original public records of the District shall be removed from the possession of the official legal custodian or deputy custodian. The official legal custodian or deputy custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official legal custodian or deputy custodian of the records shall be governed by this Notice.

The policy of the District regarding the release, inspection and/or reproduction of the public records is as follows:

- a. After the receipt of any written request for access to the public records of the District, the official legal custodian or deputy custodian will attempt to reply to all requests as soon as practicable and without unreasonable delay.
- b. If a request is denied, it will be denied in writing not later than ten (10) working days after the request has been made. If a public record cannot be made available within ten (10) working days, the official legal custodian or deputy custodian will inform the requester when the record can be made available.
- c. If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian or deputy custodian may arrange for the records to be inspected after normal working hours.

- d. If the official legal custodian or deputy custodian determines that portions of any records requested contain information which should not be released, the custodian or deputy custodian will edit such records to remove the material not to be released thereafter release the balance of the document.
- e. Any requests for computer records of the District will be referred by the official legal custodian or deputy custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

Although the District will respond to oral requests for records at the discretion of the official legal custodian or deputy custodian, the general policy of the District will be to require a written request for records. It is not necessary that any person requesting access to the records of the District identify himself/herself in order to obtain a record, nor need any person requesting access to the District state any reason for his/her request.

Any written request for a record must reasonably describe the record or information sought. If the official legal custodian does not understand what information is being requested, the request shall be denied in writing and the reason for denial shall be stated in the written denial.

Any person shall have not only the right to inspect the records of the District, but also the right to receive reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. Should the cost of locating the requested records exceed fifty dollars (\$50.00) the official legal custodian or deputy custodian may require payment of any costs before proceeding to locate and produce records. Fees charged by the District relative to the costs of producing any of the records of the District are as follows:

Fee Schedule

Costs of Locating Documents

Most of the District's records are readily available, or can be located in any relatively short period of time. There will be no fee imposed upon any person who requests to inspect a record if the costs of locating that record do not exceed fifty dollars (\$50.00)

Some of the records of the District are in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed fifty dollars (\$50.00), the official custodian or deputy custodian will seek the prior written approval of the requester before proceeding. In addition, the custodian or deputy custodian will endeavor, but will not require to provide an estimate of the total anticipated costs for locating the record.

The District will determine the cost of locating a record by using the hourly rate of twenty dollars (\$20.00) per hour for employees involved in attempting to locate the record.

Reproduction Expenses

- a. Costs of copying and reproduction of records where equipment is available
 - (1) Twenty cents (\$.20)/ 1st page and twenty cents (\$.20) per page for each additional page.
 - (2) There will be no cost charged for clerical employees time in photocopying any fewer than twenty-five (25) copies.
 - (3) If more than twenty-five (25) pages are to be copied, then an hourly charge of fifteen dollars (\$15.00)/hour shall be paid in advance by the person making the request, on a quarter (1/4) hourly basis.
 - (4) The actual cost to the District of the tapes and other medium used for reproduction shall also be paid by the person making the request.
 - (5) The actual cost to the District for researching records shall be paid by the person making the request.

- b. Costs of reproduction of records where equipment is not available within the District.
 - (1) If equipment necessary for any reproduction is not available within the District, then the District will rent whatever equipment is necessary to perform the function and will bill the requester for such rental. The cost charged will be the actual costs paid by the District to the third party vendor.
 - (2) Items in such a situation would include but would not be limited to audio or video tape reproductions equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.
 - (3) The actual cost to the District of the tape or other medium used for the reproduction shall also be paid by the person making the request.

Shipping Expenses

The actual cost to ship using first class mail.

Disputes

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

Payment of Fees

- a. The official legal custodian of the records of the District may require the payment of costs provided herein in advance.
- b. The official legal custodian of the records of the District may, in his sole discretion, elect to waive the imposition of the costs provided for herein.

OFFICIAL NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the School District of Algoma, which is a School District organized and existing pursuant to Chapter 120, Wis. Stats.

The School Board of the School District of Algoma had directed that this Notice be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian or deputy custodian of the records of this District.

Adopted: January 22, 2001

Revised: April 22, 2002

LEGAL REFERENCE:	Chapter	120 Wis. Statutes
	Sections	19.21
		19.32 (2)
		19.31-19.39