

MENOMINEE INDIAN SCHOOL DISTRICT

822

ACCESS TO PUBLIC RECORDS

The Board of Education shall allow persons to have access to District records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of the public records of all District authorities, except that the building principals are designated as the legal custodians of the student records maintained in their buildings. The legal custodian shall safely keep and preserve the records and 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 District records only in accordance with legal provisions.

Public records may be inspected, copied and/or abstracted during established District office hours. Fees may be established in accordance with the law. A list of such fees shall be made available at the District office.

An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District and the fees that may be charged for the location and reproduction of such records shall be displayed in prominent and conspicuous locations throughout the District (including District/school offices) and made available upon request, as soon as practicable, to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

All District records, including administration, finance, personnel, student and other records, shall be preserved in accordance with the approved records retention schedule.

POLICY #822
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LEGAL REF.: Sections 103.13 Wisconsin Statutes
103.15
118.125
120.13(28)
146.81-146.84
252.15
767.24(7)
938.396
Chapter 19, Subch. II, IV
Family Educational Rights and Privacy Act
(FERPA)
Americans with Disabilities Act of 1990
USA Patriot Act of 2001

CROSS REF.: 823-Rule, Guidelines for Access to Public
Records
Wisconsin Records Retention Schedule for School
Districts

APPROVED IN PART: March 1982

REVISED: March 1996
March 6, 2006
October 4, 2010