Sparta Area School District

Article 113 - District Records

The Clerk is designated as the legal custodian of records for any Sparta Area School District file, record, information, material, etc. In the absence of the Clerk, the President is the legal custodian. In addition, the Superintendent is designated as legal custodian, subject to the control and authority of the Clerk.

The board has adopted a records retention schedule that is reviewed annually by administration and others responsible for the maintenance of district records.

The School Board shall allow persons to have access to Sparta Area School District records in accordance with this policy, corresponding administrative rule, and in accordance with law.

The legal custodian shall safely keep and preserve records of the Sparta Area School District and shall have full legal power to render decisions and carry out duties related to those public records maintained by the Sparta Area School District. The legal custodian may deny access to records only in accordance with the law.

Public records may be inspected, copied and/or abstracted at any time during established School 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 Sparta Area School District office and will be contained in public records notice.

A public records notice shall be displayed in designated locations throughout the School District. The notice shall also identify each District position that constitutes a local public office. The Superintendent shall develop administrative procedures to carry out this Public Records Policy. Such administrative procedures shall be subject to control of the Clerk.

Legal Reference: Wisconsin Statutes 19.33 - 19.35

Cross Reference: Article 405 – Pupil Records
Administrative Rule 113A - Public Records Notice
Administrative Rule 113B – Records Retention Schedule
Records Retention Schedule adopted August 24, 2010

Adopted:

Revised: October 26, 2004
August 28, 2007