

Policy #: 823.5

SCHOOL DISTRICT OF WEBSTER

Date Adopted:

Date Revised:

Policy Title: Notice to Public Request for District Records Appeals

NOTICE TO PUBLIC REQUESTS FOR DISTRICT RECORDS

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the Webster School District, which is a School Board organized and existing pursuant to Chapter 102, Wis. Stats.

The Board of the District has 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 of the records of this district.

THE 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 FOR THE DISTRICT.

The Board has designated the Superintendent as the official legal custodian of the records and property of the district. The names of the individuals presently holding these positions can be obtained by contacting the Central Office of the district which is located at the following address:

Webster School District
26428 Lakeland Ave So
Webster, Wisconsin 54893

1. Any public record of the district will be made available for inspection at the offices 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 4:00 p.m., Monday through Friday during the school year. No original public records of the district shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the district may be inspected and copied. However, this notice shall govern the decision of the official custodian of the records.
2. The policy of the district regarding the release, inspection and/or reproduction of public records is as follows:

After the receipt of any written request for access to the public records of the district, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.

If a request is denied, it will be denied in writing not later than (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requester when the record can be made available.

Cross Reference:

Legal Reference:

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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 may arrange for the records to be inspected after normal working hours.

If the official legal custodian determines that portions of any records requested contain information, which should not be released, the custodian will edit such record to remove the material not to be released and thereafter release the balance of the document.

Any request for computer records of the district will be referred by the official legal 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.

3. It is the general policy of the district that the district will not respond to oral requests for records of the district, and, therefore, all requests for any records of the district must be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records or the district identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the district state any reason for his or her request.
4. Any written request for a record must reasonably describe the record or information sought. If the official legal custodians cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.
5. Any person shall have the right to inspect the records of the district, but also the right to receive a 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. Fees charged by the district relative to the costs of producing any of the records of the district are:

See Section 1.8, II. REPRODUCTION EXPENSES.

Cross Reference:

Legal Reference: