

ACCESS TO PUBLIC RECORDS

The School Board shall recognize that all citizens of the District are entitled to the greatest possible information regarding the affairs of the District. Therefore, the Board shall allow the release, inspection and reproduction of District records as required by law.

The District Administrator and Business Manager are designated as the official legal custodians of the public records of the School District of Cambridge. The Director of Pupil Services is designated as the legal custodian of all records pertaining to special education, and building principals are designated legal custodians of the records of students enrolled in their assigned schools. It shall be the responsibility of the individuals in these positions to execute all decisions and responsibilities of the District pursuant to state law.

The legal custodians shall safely keep and preserve District records and shall have full legal power to render decisions and carry out duties related to those records. The legal custodians may deny access to records only in accordance with the law. District records shall be retained and destroyed in accordance with the Wisconsin Records Retention Schedule for School Districts, which has been adopted by the Board.

Public records may be inspected, copied and/or abstracted at any time during established District Office hours. The Board shall approve an established fee schedule and an official public records notice (see 823 Rule).

LEGAL REF.: Subchapters I and IV of Chapter 19 Wisconsin Statutes

Sections 103.13

118.125

118.126

118.127

120.13 (28)

146.81-146.83

252.15

ADM 12, WI Admin. Code

Family Educational Rights and Privacy Act (FERPA)

Health Insurance Portability and Accountability Act (HIPPA)

No Child Left Behind Act of 2001

USA Patriot Act of 2001

823-Rule, Access to Public Records Procedures

347, Student Records

347-Rule, Procedures for the Maintenance and Confidentiality of Student
Records

526, Personnel Records