**WALWORTH POLICY: 823**

**NOTICE TO THE PUBLIC REGARDING ACCESS TO RECORDS**

The following information is provided to the public to assist them in obtaining access to the records of the District.

1.      The Walworth Jt. District #1 designates the District Administrator as the legal custodian

of the public records and property of the school District. The name of the individual presently holding this position can be obtained by contacting the main office of the District, which is located at the following address:

*Walworth Jt. District #1*

*121 Beloit Street*

*Walworth, WI 53184*

*(262) 275-6896*

2.      The District’s legal custodian is responsible for the maintenance of all District records

under his/her charge and is vested with full legal power to render decisions and carry out the duties of school authorities under the public records and property law.

3.      Public records of the District are made available for inspection at the above office during

normal, regular business hours upon request. The normal, regular business hours are from 7:30 A.M. to 4:30 P.M., Monday through Friday, during the regular 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 decisions of the official legal custodian of the records. The legal custodian of records or his/her designee may require supervision of the requestor during inspection or may impose other reasonable restrictions to maintain the security of the record.

4.      Procedures for release, inspection and/or reproduction of public records are as follows:

a.      After the receipt of any 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 ten working days.

b.      If a request is denied, it will be denied in writing no later than ten working days

after the request has been made. If a public record cannot be made available within ten working days, the official legal custodian or designee 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 may arrange for the records to be inspected after normal working hours.

d.      If the official legal custodian determines that portions of any records requested

contain confidential information that should not be released in accordance with state law, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

e.      The official legal custodian will refer any requests for computer records of the

District 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 and makes payment in advance if the costs exceeds $50.00

5.      It is the policy of the District to respond to all requests for any records that are submitted

in writing to the official legal custodian.

6.      Any request for a record must reasonably describe the record or information sought. If

the official legal Custodian 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.

7.      Any person shall have not only the right to inspect the records of the District, but also the

right to receive a 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 locating and/or producing any of the District are as follows:

Costs of Locating Documents

a.      Most of the District’s records are readily available, or can be located in a

relatively short period of time.

b.      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 $10.00, the legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

c.      The District will determine the costs of locating a record by using the

hourly rate of the employee involved in attempting to locate the record.

Reproduction Expenses

Records will be reproduced at a set price for each page. Price for reproduction of documents is annually set by the Board of Education.

Disputes

The official legal custodian shall report any disputes that arise under this fee schedule to the Board of Education.

Payment

The official legal custodian may require the payment of costs provided herein, in advance, if the cost exceeds $10.00.

Walworth Jt. District #1 does not discriminate on admissions to any school, class, program, or activity on the basis of sex, race, religion, national origin, creed, pregnancy, marital status, parental status, sexual orientation, or physical, learning, emotional, or mental disability. All discrimination complaints shall be processed in accordance with established procedures.

**LEGAL REFERENCE:**   Sections 118.13

PI 9.03 of the Wisconsin Administrative Code

**POLICY ADOPTED:**       February 15, 1999

**POLICY REVISED:**         March 17, 2008

January 21, 2013