

BARNEVELD SCHOOL BOARD

ACCESS TO PUBLIC RECORDS

The School District of Barneveld school board shall allow persons to have access to school district records in accordance with this policy and procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any school district authority. The Board President, Director of Pupil Services, and the Principal shall serve as his/her agents in matters relating to their area of responsibility. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law. The District Administrator is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian shall establish fees in accordance with the law. A list of such fees shall be made available at the district office.

District public records shall be retained for periods of time consistent with legal requirements and as per the Wisconsin Records Retention Schedule of School Districts, which was recommended by the State Superintendent's Task Force on Records Retention in January 1990, revised in 2010, and adopted for use in the District.

A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

*The Barneveld School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status, sexual orientation, gender identity or disability.*

LEGAL REF.: [Subchapters II and IV of Chapter 19, Wisconsin Statutes Sections 103.15, 118.125, 118.127, 120.13 \(38\), 146.81-146.83 252.15, 938.396 Wisconsin Statutes](#)

[ADM 12, Wisconsin Administrative Code](#)

Approved: [July 8, 2015](#)