

823 ACCESS TO PUBLIC RECORDS

Access to public records of the School District of Wisconsin Rapids shall be granted to any citizen during normal hours of business, in accordance with state law and established procedures. This does not apply to student records or other records specifically exempt from disclosure by state or federal law. Requests for access to public records may be denied only in accordance with law.

The legal custodian of all records of the District shall be the Superintendent, or in the absence of the Superintendent, the Director of Business Services. Examination of public records will be made in the presence of the individual designated as the custodian regularly responsible for maintenance of files. Fees may be charged for research and reproduction of public records, in accordance with state law and established procedures.

The legal custodian of records shall restrict access to certain types of District records to the extent required by law. For purposes of open records law, Wis. Stats. § 19.32(1bg) defines “employee” as any individual who is employed by an authority (such as WRPS), other than an individual holding local public office (Board of Education members) as defined in §19.42(13). For the purposes of the open records law, all employees of WRPS are “employees,” except the following positions which constitute a local public office within the Wisconsin Rapids Public School District:

Superintendent
Director of Human Resources
Director of Curriculum & Instruction
Director of Business Services
Director of Pupil Services
Director of Technology
High School Principal
Middle School Principal
Elementary Principal
Director of Buildings & Grounds

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

LEGAL REF.: Chapter 19, Subchapters II, III, and IV, Wisconsin Statutes
Section 120.13(28)
Wisconsin Act 47 of 2003

CROSS REF.: Policy 184, Minutes
Policy 347, Student Records
Policy 525, Personnel Records
Resolution Regarding Procedures for Release of Public Records and Property
Wisconsin General Records Schedules (GRS) of Retention

APPROVED: November 11, 1974

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