



**RESOLUTION REGARDING PROCEDURES
FOR
RELEASE OF PUBLIC RECORDS AND PROPERTY**

WHEREAS, the School District of Wisconsin Rapids is a School District created and established pursuant to Chapter 120, Wisconsin Statutes, and

WHEREAS, the District is subject to the requirements of the Wisconsin Public Records and Property Law (Sec 19.21, Sec 19.31 –19.39, Wis. Stats), and

WHEREAS, the School Board of the School District of Wisconsin Rapids believes that it is in the best interest of the District, its employees and the general public to provide the greatest possible access to information regarding the affairs of government and the official records of the District concerning its operation including actions of the Board, its officers and employees, and

WHEREAS, the Board recognizes that it is the representative of the public and that the release of information to the public is an essential function of representative government, and

WHEREAS, the Board further recognizes that an integral part of the routine duties of the officers and employees of the District should be the responsibility to provide access to information concerning the affairs and records of the District.

NOW, THEREFORE, BE IT RESOLVED THAT the following policies relating to the release, inspection, reproduction, and preservation of public records and property are hereby accepted;

Designation of Public Records - The Board hereby recognizes and designates all of its records as defined by Section 19.32 (2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.

Designation of the Official Legal Custodian of the Records of the District – The Board hereby designates the position of Superintendent as the official legal custodian of the public records of the District. In the absence of the Superintendent, the Director of Business Services is hereby designated as the legal custodian of District records. It shall be the responsibility of the individuals in those positions to execute all duties and responsibilities of the District pursuant to Wisconsin’s Public Records and Property Law (Sec. 19.21, Sec. 19.31 – 19.39, Wis. Stats.)

As the official legal custodian of the records of the District, the individuals in these positions shall be responsible to the Board for the timely response to any request for access to the public records of the District. The custodian shall be solely responsible for the release of the public records of the District, and determine the costs for the location or reproduction of such records.

It is directed that all employees of the District be informed in writing that the Superintendent and Director of Business Services have been designated the official legal custodians of the public records of the District. The employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this Resolution.

Powers of the Official Legal Custodian of the Records of the District – All requests for the release, inspection and/or reproduction of the public records of the District shall be directed or referred to the Board’s official legal custodian.

The official legal custodian is hereby vested with full legal power to make all necessary decisions to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law (Sec. 19.21, Sec. 19.31-19.39) or this Resolution.

Procedure for the Release, Inspection and Reproduction of Records and Property of the District – The Board hereby adopts the attached Notice as the official procedure of the District in responding to request for the release, inspection, or reproduction of the records and property of the District.

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the District. Any questions in regard to this Notice shall be directed to the official legal custodian of the records of the District.

This Notice may be modified from time to time by Board action, but absent such modification, the decisions of the official legal custodian of the records of the District shall be in conformity with its provisions. Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the District and a copy of the Notice shall be made available to any member of the public after a request for inspection or reproduction is made.

Adoption of Fee Schedule Regarding the Costs for the Location and/or Reproduction of the Records and Property of the District –The Board hereby adopts the attached fee schedule to cover the actual costs relating to the location and reproduction of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the District. This schedule shall be reviewed annually by the Board and adjusted as the need arises.

Record Preservation – The records of the District shall be retained and preserved by the official legal custodian as required by all applicable laws and in accordance with the *Wisconsin General Records Schedules (GRS) of Retention*.

No record of the District shall be destroyed after the receipt of a request for such record until after the request is granted, or until dispute concerning the request has been completely and finally resolved.

Indemnification of the Official Legal Custodian of the Records of the District – Any costs or fees incurred by the official legal custodian of the records of the District shall be directly reimbursed by the District to the custodian and shall not be treated as the personal liability of the custodian.

ADOPTED: December 13, 1982

REVISED: June 17, 2002
April 9, 2007
February 11, 2013
August 14, 2023



OFFICIAL NOTICE

PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the School District of Wisconsin Rapids, which is a school district organized and existing pursuant to Chapter 120, Wis. Stats.

The School Board of the School District of Wisconsin Rapids 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 OF THE DISTRICT.

1. The Board has designated the Superintendent as the official legal custodian of the records and property of the District. In the absence of the Superintendent, the Director of Business Services is the designated legal custodian of District records. The names of the individuals presently holding these positions can be obtained by contacting the Administration office of the Wisconsin Rapids Public Schools which is located at 510 Peach Street, Wisconsin Rapids, WI, 54494.
2. 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 of the offices of the District, which are 8:00 a.m. to 4:30 p.m., Monday through Thursday, and 8:00 a.m. to 4:00 p.m. on Friday. 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, the decision of the official custodian of the records shall be governed by this Notice.
3. The policy of the District regarding the release, inspection and/or reproduction of public records is as follows:
 - After 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 practicable and without delay.
 - If a request is denied, it will be denied in writing not later than ten (10) working days, or as soon as practicable, after the request has been made. If a public record cannot be made available within ten (10) working days, the official legal custodian will inform the requestor when the record can be made available.
 - 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 records to remove the material not to be released and thereafter release the balance of the document.
4. It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor is there a need that any person requesting access to the records of the District state any reason for his or her request.
5. 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.
6. Any person shall have not only 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. A fee schedule has been established by the District relative to the costs of record reproduction.
7. The following positions constitute a local public office within the Wisconsin Rapids Public School District: Superintendent, Central Office Directors, High School Principal, Middle School Principal, Elementary School Principal, and Director of Buildings & Grounds.

August, 2023

FEE SCHEDULE



Costs of Locating Documents

Most of the District's records are readily available, or can be located in a relatively short period of time. A location fee will be imposed, not to exceed the actual, necessary and direct cost of location if the cost is \$50.00 or more.

Some of the records of the District are in off-site storage, archives 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 \$50.00, the official 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.

The amount charged for labor in locating a record will be calculated by multiplying the time spent locating the record(s), times the actual hourly rate and fringe benefits of the employee performing the work.

Reproduction Expenses

1. Fifteen (15) cents per imprint for photocopies
2. The actual, necessary, and direct cost for other medium used for reproduction
3. The actual, necessary, and direct labor cost for transcription and photocopying

The amount charged for labor in complying with a record request will be calculated by multiplying the time spent, times the actual hourly rate and fringe benefits of the employee performing the work.

The actual, necessary, and direct cost for postage, shipping, or other delivery method will also be charged to the requestor.

If equipment necessary for any location or reproduction is not available within the District, the requestor will be billed for the rental fee of the equipment necessary to respond to the request.

Disputes

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

Payment of Fees

The official legal custodian of the records of the District may require the payment of costs provided herein in advance.

The official legal custodian of the records of the District may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

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REVISED: June 17, 2002
April 9, 2007
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August 14, 2023 (*no changes to fee schedule*)