

SERIES 100 – BOARD OPERATIONS

School Board Powers and Duties – 150

Public Records (157)

Individuals may have access to public records maintained by the Norwalk-Ontario-Wilton School District in accordance with state law and the procedures outlined below.

Legal Custodian of Records

The Board of Education has designated the District Administrator or his/her designee as the legal custodian of records for the school district. The legal custodian is responsible for the maintenance of all School 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.

Accessibility of Records

Public records will be available for inspection and copying during the regular school office hours of 8:00 a.m. to 3:30 p.m. The legal custodian of records or his/her designee may require supervision of the requestor of records during the inspection and/or copying process. Other restrictions may be imposed to maintain the security of the record(s).

Record Requests

Requests to inspect or copy records may be made orally or in writing to the legal custodian of the records or his/her designee. The written request must reasonably describe the requested record or information. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. No request may be refused because the request is received by mail, unless a prepayment fee is required.

Upon receiving the request for any public record, the legal custodian of records or his/her designee shall, as soon as practical, review the request and determine whether to approve or deny the request. The legal custodian of record and his/her designee shall consider provisions outlined in state and federal laws when making such determinations. The legal custodian of records and his/her designee is authorized and encouraged to seek legal counsel in making such determinations.

The legal custodian and his/her designee shall restrict access to certain types of records to the extent required by law. These records include, but are not limited to, student records, certain type of record concerning public employees and certain types of records concerning individuals holding public office.

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Public Records (157) Continued

If a written request is denied in full or in part, the requestor of the record shall receive a written statement from the legal custodian or his/her designee on the reasons for the denial.

Fees

A requestor of public records shall be charged a fee for the costs of copying, duplicating, and mailing.

1. The fee for photocopying records will be ten (10) cents per page.
2. The actual full costs of providing copy of other records not on printed paper, such as films, computer printouts and audio and video tapes shall be charges.
3. The actual costs of mailing or shipping shall be charged.
4. Additional labor costs associated with gathering, organizing and packaging the requested records.
5. Elected officials and employees of the district shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

Legal Reference: Wisconsin Statutes 19.33, 19.34, 19.35, 19.36

Adopted: 10/16/06

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