

## ACCESS TO PUBLIC RECORDS

The Board of Education of the Rice Lake Area School District shall allow persons to have access to District records in accordance with Board of Education policy and state law.

The District Administrator is designated as the Legal Custodian of the Records for any District authority. The Director of Finance and Operations is designated Deputy Custodian to act when the District Administrator is not available. 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 District authority. The Legal Custodian may deny access to records only in accordance with the statutes. The Legal Custodian 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 may establish fees in accordance with the law. A list of such fees shall be made available at the District office.

A public records notice shall be prominently displayed in one public location and on the district's internet site.

District records shall be retained and destroyed in accordance with the Board of Education adopted Wisconsin Records Retention Schedule for School Districts.

Legal Ref: Subchapters II and IV, Chapter 19, 120.13(28) WSS  
Cross Ref: 823, Rule Access to Public Records Procedures; 823 Exhibit (1) Notice to the Public;  
823 Exhibit (3) Notice to Employees, Wisconsin Records Retention Schedule for  
School Districts  
Adopted: 12/18/78  
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