

SCHOOL DISTRICT OF GREEN LAKE POLICY	823 – Access to Public Records
	School-Community Relations

823 – Access To Public Records

The Green Lake School District and all subunits under it shall prominently display and make available for inspection and copying at the school district office at 612 Mill Street, Green Lake, Wisconsin, the notice listed below. The notice shall also be provided to all employees of the school district entrusted with records subject to the legal custodian’s supervision.

The Green Lake School District which consists of the City of Green Lake and Towns of Brooklyn, Green Lake, Saint Marie, and Princeton in Green Lake County gives notice to the public and employees as follows:

That it is a common school district operated by the electors of the school district and a school board, officers, committees, and administrators as provided by law.

That the legal custodian of all records of said school district and all subunits under it is the Superintendent. The legal custodian is vested with full legal power to render decisions and to carry out the duties of the school district and its school board under the public records and property law. The Superintendent shall designate the deputies in his absence.

That the public may obtain information and access to records of said school district and all subunits under it, make request for records of, obtain copies of records during regular office hours at the district office, 612 Mill Street, Green Lake, Wisconsin, 54941 between the hours of 8:00 a.m. and 4:00 p.m. on all days other than holidays, Saturdays, and Sundays.

A requester shall be charged a fee for the cost of copying and locating records as follows:

1. *The fee for photocopying shall be \$0.25 for each side of a page. The legal custodian of records or his/her designee may waive the fee in the interests of the District.*
2. *If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.*
3. *The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.*
4. *If mailing or shipping is necessary, the actual cost thereof shall also be charged.*
5. *There shall be no charge for locating a record unless the actual cost exceeds \$50.00 in which case the entire actual cost shall be imposed upon the requester.*
6. *The legal custodian of records or his/her designee shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimates exceeds \$5.00. If the cost to locate a document exceeds \$50.00, the legal custodian may impose a fee for such location that does not exceed the actual, direct, and necessary cost of locating the record.*
7. *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.*
8. *The legal custodian of records may not sell or rent a record containing an individual’s name or address of residence, unless specifically authorized by State law. The collection of fees as outlined above is not a sale or rental under these procedures.*

Adopted: October 12, 2011

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Any person requesting access to a public record of the school district need not give his/her name or state the reason for his/her request. The request, however, must reasonably describe the requested record and contain a reasonable limitation as to subject matter or length of time covered by the record. While a request may be made orally, in order to be enforceable under the law, a request must be submitted to the legal custodian in writing. As soon as possible, without delay, and in accordance with any statutory timelines regarding notice to the record subject(s), the legal custodian will either fill the request or notify the requester of the decision to deny access, giving the specific reasons for that decision. If the request is in writing, the legal custodian will provide a written statement of reasons for denial and also inform the requester that the decision to deny access is subject to an action for mandamus.

The District shall respond to such requests within (10) ten working days after receipt unless otherwise agreed to in accordance with the public records law.

In accordance with Wis. Stat. § 19.34(1), the following is a list of the positions of the authority that constitute “local public offices,” as defined by the Public Records Law, as amended.

1. School Board members
2. Superintendent
3. Principal

(Signed) _____
Superintendent and Legal Custodian of the Green Lake School District Records

1st Read: 08/10/2011; amended 1st Read: 09/14/2011
2nd Read: 10/12/2011; amended 2nd Read: 10/12/2011

Legal References: WI Statute Chapter 19, 120.13(28); 120.44