

## PUBLIC RECORDS

- I. The Board of Education recognizes its responsibility to maintain the public records of the District and to make such records available to residents of Wisconsin for inspection and reproduction. The official legal custodian of public records of the District is the Superintendent of Schools.
- II. The public records of this District include documents prepared, owned, used, in the possession of, or retained by the District, its Board, officers, or employees to the extent such writings are within the definition of public records under applicable law.
- III. Any person may make an oral or written request for any public records of the District. The person may inspect, and/or receive copies of the public record requested. The District may request that oral requests be in writing to make certain the exact record being requested is understood and provided. The District shall respond to such requests within ten (10) working days after receipt unless otherwise agreed to in accordance with the public records law as applicable, copying and labor costs may be charged.
- IV. No public record may be removed from the office in which it is maintained except by Board officers or employees in the course of the performance of their duties.
- V. Nothing in this policy shall be construed as preventing a Board member from inspecting, in the performance of official duties, any record of this District, except student records and certain portions of personnel records.
- VI. The District shall adhere to the State of Wisconsin guidelines to ensure proper compliance with the intent of this policy and the public records law.

### Legal references:

Sections 19.21-19.39, 120.13(28) Wis. Stats.  
34 C.F.R. §300.623 Federal Laws

### Cross references:

Administrative Guideline 8310 – Fee Schedule

Adopted: 6/18/01

Revised: 1/12/04; 1/09/12; 3/16/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us