

**ALMOND-BANCROFT SCHOOL DISTRICT
Board Policy Manual**

823

ACCESS TO PUBLIC RECORDS

The School Board 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 the official actions of the Board, its officers and employees.

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. The Board shall allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of the public records of the District, except that the building principal is designated as the legal custodian of student records. The legal custodian shall safely keep and preserve the records and have full legal power to render decisions and carry out duties related to those public records maintained by the District. The legal custodian may deny access to District records only in accordance with legal provisions.

Public records may be inspected, reproduced and/or abstracted during regular school office hours. Fees may be established in accordance with state law. A list of such fees shall be made available at the District Office.

An official notice of the District's policy and procedures regarding the inspection, release and reproduction of public records of the District shall be displayed in prominent and conspicuous locations throughout the District and made available upon request to any member of the public. All District employees shall also be informed of state law requirements regarding public records and provisions of this policy.

LEGAL REF.: Chapter 19, Subchapters II and IV

Wisconsin Statutes Sections

103.13

103.15

118.125

118.126

118.128

120.13(28)

146.81-146.84

252.15

767.24(7)

938.396

ADM 12, Wisconsin Administrative Code

Family Educational Rights and Privacy Act (FERPA)

Americans with Disabilities Act of 1990

Health Insurance Portability and Accountability Act (HIPPA)
USA Patriot Act of 2001

CROSS REF.: 823-Exhibit(1), Public Notice of Access to Public Records
823-Exhibit(2), Public Records Fee Schedule
184, Board Minutes
347, Student Records
347-Rule, Procedures for the Maintenance and Confidentiality of Student
Records

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