

SCHOOL DISTRICT OF MAYVILLE

823

ACCESS TO PUBLIC RECORDS

The Board of Education shall allow persons to have access to District records in accordance with state law, this policy and its implementing procedures.

The District Administrator is designated as the legal custodian of records for any school district authority. 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 school district authority. 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 state law. A list of such fees shall be made available at the District office.

A public records notice shall be displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

Record Disposition

District records shall be retained for the periods of time required by law and outlined on the District's approved record retention schedule. Prior to the destruction of any school district record, the Wisconsin Historical Society and the Mayville Historical Society shall be notified in writing so they may accept any records they believe to be of historical interest. This notification shall be given at least 60 days in advance of disposition of the records. The District Administrator is authorized by the Board to develop a plan for the destruction of school district records consistent with legal requirements.

LEGAL REF.: Section 103.13 Wisconsin Statutes
118.125
120.13(28)
Chapter 19, Subch. II and IV

CROSS REF.: 184, Board Minutes
347, Student Records
411-Rule, Student Discrimination Complaint Procedures
511-Rule, Employee Discrimination Complaint Procedures
523.1-Rule, Bus Driver Drug and Alcohol Testing Procedures

APPROVED: June 19, 1978; December 6, 1982
ADOPTED: January 17, 1983
REVIEWED:
REVISED: March 4, 2002

Signatures of School Board Members:

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