

DE SOTO AREA SCHOOL DISTRICT

822

ACCESS TO PUBLIC RECORDS

The Board of Education of the De Soto Area School District shall allow persons to have access to District records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any District authority. (Except that building principals are designated legal custodians for student records.) The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry but duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with the law. 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 displayed in designated locations throughout the District and procedures shall be developed to implement this policy.

LEGAL REF.: Chapter 19, subch. II, IV Wisconsin Statutes
Sections 120.13(12), (28)

CROSS REF.: 822-Rule, Procedures for Access to Public
Records
347, Student Records

APPROVED: December 1982

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