

190 Public Records and Property

191 Designation of Public Records

The Board of Education hereby recognizes and designates all of its records as defined by Section 19.32(2), Wisconsin statutes, as public records and documents subject to release, inspection and reproduction as required by law.

192 Designation of the Official Legal Custodian

The Board of Education hereby designates the positions of Business Office Manager and Administrative Assistant as the official legal custodians of the public records of the School District of Auburndale. It shall be the responsibility of the individuals on those positions to execute all duties and responsibilities of the School District pursuant to Wisconsin Public Records and Property Law.

As the official legal custodian of the records of the School District of Auburndale, the individuals in these positions shall be responsible to the district administrator for the timely response to any request for access to the public records of the School District. The custodian shall be solely responsible for the release of the public records of the School District, the condition under which records may be inspected, and the collection of cost for the location or reproduction of such records. It is directed that all employees of the School District be informed in writing that the Business Office Manager and Administrative Assistant have been designated the official legal custodians of the public records of the School District of Auburndale the employees shall further be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of policies regarding Designation of Public Records.

193 Powers of the Official Legal Custodian

All requests for the release, inspection, and/or reproduction of the public records of the School District of Auburndale shall be directed or referred to the District's official legal custodian. The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all 30 necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law, Wisconsin Statutes, or this policy.

194 Procedure for the Release, Inspection and Reproduction of Records and Property

The Board of Education hereby adopts the following Notice as the official procedure of the District in responding to requests for the release, inspection or reproduction of the records and property of the School District of Auburndale.

194.2 Notice

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the records and property of the School District of Auburndale. Any question in regard to this Notice shall be directed to the official legal custodian of the records of the District. This notice may be modified from time to time by Board of Education Action, but absent such modification, the decisions of the official legal custodian of the records of the School District of Auburndale shall be in conformity with its provisions.

Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the School District and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

195 Fee Schedule

Fees charged by the custodian of records for records request shall comply with the requirements of Wisconsin Statutes.

The Board of Education hereby adopts the following fee schedule to cover the actual costs relating to the location and reproduction of any of the records of the District. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the records of the District. The schedule shall be reviewed by the Board of Education and adjusted as the need arises.

195.2 Costs of Locating Documents

The Board of Education will determine the cost of locating a record by using the current hourly rate of the employees involved in attempting to locate the record.

195.3 Costs of copying and reproduction where equipment is available

- A. \$0.25 for each page.
- B. An hourly charge shall be paid in advance by the person making the request on a 1/4 hourly basis.
- C. The actual cost to the School District of the tapes or other medium used for reproduction shall also be paid by the person making the request.

195.4 Costs of reproduction where equipment is not available

- A. If equipment necessary for any reproduction is not available within the School District, then the legal custodian will rent whatever equipment is necessary to perform the function and will bill the requester for such rental fee. The cost charge will be the actual costs paid by the School District to the third party member.

B. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, or assorted computer hardware and software.

C. The actual cost to the School District of the tape or other medium used for reproduction shall also be paid by the person making the request.

195.5 Disputes

The official legal custodian of the records of the School District of Auburndale shall report any disputes which arise under this fee schedule to the District Administrator and shall recommend to the Board of Education such modifications and revisions as she/he deems necessary.

195.6 Payment of Fees

A. The official legal custodian of the records of the School District of Auburndale may require the payment costs provided herein in advance

B. The official legal custodian of the records of the School District of Auburndale may, in their sole discretion, elect to waive the imposition of the costs provided for herein.

195.7 Record Preservation

The records of the School District of Auburndale shall be retained and preserved by the official legal custodian as required by all applicable laws and in accordance with the Wisconsin Records Retention Schedule for School Districts. No records shall be destroyed without the prior written approval of the custodian. No record of the School District of Auburndale shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

195.8 Indemnification of the Official Legal Custodian

Any costs or fees incurred by the official legal custodian of the records of the School District of Auburndale shall be directly reimbursed by the Board of Education to the custodian and shall not be treated as the personal liability of the custodian.