

Policy of the Lancaster Board of Education

School Community

**NOTICE TO EMPLOYEES**

**Legal Custodian of Records**

The District Administrator has been designated as the legal custodian of records for the Lancaster School District and for the Lancaster School Board of Education. Hereafter, the Lancaster School District and Lancaster School Board of Education shall be called the "authority" and named the Lancaster Board of Education.

The legal custodian is vested by the Lancaster Board of Education with full legal power to render decisions and carry out the duties of the Lancaster Board of Education under the public records and property law. Requests for access to records shall be referred to legal custodian. The legal custodian will determine whether a record of the Lancaster School Board of Education must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

REF:

State Statute Section 19.33 (1)

Approved: January 12, 1983