

Policy of the Lancaster Board of Education

School Community

**NOTICE TO THE PUBLIC**

**Access to Public Records**

Lancaster Community Schools and the Lancaster School Board of Education has designated the District Administrator as the legal custodian of the public records and property of the Lancaster Community Schools and Lancaster School Board of Education.

The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the Lancaster Community School District and Lancaster School Board of Education at the following place and times:

Place: Lancaster Community Schools  
Central Offices  
925 West Maple Street

Lancaster, WI

53813

Time: 9:00 A.M. - 11:00 A.M.  
1:00 P.M. - 3:00 P.M.

Except weekends, holidays,  
and schedules closures.

The authority may require a reasonable advance notice of intent to inspect or to copy a record.

Lancaster Community Schools and the Lancaster School Board of Education is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law. A list of such fees is available at the Lancaster Community Schools - Central Offices.

Authority: State Statutes Section 19.34 (1)

Approved: January 12, 1993