

Policy of the Lancaster Board of Education

School Community

**PUBLIC RECORDS POLICY**

The School Board of Education of Lancaster School District #2912 shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with the law.

The District Administrator is designated as the legal custodian of records for any school district authority. (Except that the three district Principals are designated legal custodians for records of their respective buildings and that one of the Principals may be designated to act in the District Administrator's stead in his/her absence.) 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 Lancaster School District authority. The legal custodian is responsible for determining whether a record must be made available for inspection or may be withheld. 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 School District's legal counsel in determining whether to deny access to records in whole or in part.)

Public records may be inspected, copied and/or abstracted during regular established district office hours. The legal authority may establish fees in accordance with the law. A list of fees shall be made available at the District Office.

A public records notice shall be displayed in the District Office and in the main office of each of the school buildings and procedures shall be developed to implement this policy.

LEGAL REF:           Sub-Chapter II of Chapter 19  
                          Wisconsin Statutes Section 120.13 (28)

CROSS REF:           Procedures of access to Public Records  
  
                          Disposal/Retention of Public Records To,  
                          Student Records

Approved:                           January 12, 1983

