

ACCESS TO PUBLIC RECORDS: PUBLIC RECORDS NOTICE AND FEE SCHEDULE

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The Waunakee Community School District is a common school district providing education to students in grades 4K through 12. The School Board, consisting of seven members is the governing body of the District. Individual members of the School Board are elected or appointed to their office as provided by state statutes.

The District's schools are comprised of the following:

1. Arboretum Elementary School, 1350 Arboretum Dr., Waunakee, WI 53597
Heritage Elementary School, 501 South St., Waunakee, WI 53597
Prairie Elementary School, 700 N. Madison St., Waunakee, WI 53597
2. Waunakee Intermediate School, 6273 Woodland Dr., Waunakee, WI 53597
Waunakee Middle School, 1001 South St., Waunakee, WI 53597
3. Waunakee High School, 301 Community Dr., Waunakee, WI 53597

The main administrative office of the District is located at:

1. 905 Bethel Circle, Waunakee, WI 53597

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual board members
2. Officers of the School Board
3. District Administrator
4. Elementary School Principal
5. Intermediate School Principal
6. Middle School Principal
7. High School Principal
8. Associate Principals
9. Executive Director of Operations

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The District Administrator serves as the legal custodian of records for the District, pursuant to Wisconsin Statute 19.33(4).

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from, except for holidays and such other exceptions as may be established in connection with the school calendar. A request may also be submitted, in writing to the following address:

Waunakee Community School District
Custodian of Public Records
905 Bethel Circle
Waunakee, WI 53597

All requests must be reasonably specific as to the subject matter of and time period covered by the request.

All requests will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

FEE SCHEDULE APPLICABLE TO REQUESTS FOR ACCESS TO PUBLIC RECORDS

The following fees are authorized to be charged to persons who request to inspect or copy the records of a District authority, to the extent such request is submitted, or responded to, under the Wisconsin Public Records Law:

1. Hard Copies of Records:

- (Black and White) - \$0.05 per side of a page for each paper copy that is made of any standard-size paper record or printed copy of an electronic record, not including any applicable costs of staff time as referenced below.
- (Color) - \$0.10 per side of a page for each paper copy that is made of any standard-size paper record or printed copy of an electronic record, not including any applicable costs of staff time as referenced below.

2. Electronic Copies of Records (includes any electronic records provided by email, PDF, DVD, flash drive, or other electronic format):

- The cost of the physical medium used will be charged when copying records already in a digital format onto a physical medium, as well as any applicable costs of staff time as referenced below.

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[List the physical mediums used by the district for copying electronic records and the actual cost of the physical medium to the district and charged to the person requesting the copy of the record(s). For example:

DVD (each) – \$.15, (4.7 GB)
Flash drive (each) – \$5.00 (8GB)
[\$6.50 (16 GB)]

- Except for any applicable costs of staff time as referenced below, there will be no charge for copying records from one digital format to another for electronic distribution (e.g., email) or for scanning physical documents and saving them into a digital format (e.g., PDF) for electronic distribution.
3. The actual, necessary and direct cost of photographing and photographic processing, including applicable costs of staff time in excess of one-half (1/2) hour, as referenced below, will be charged for providing a photograph of a record when the record does not permit standard copying.
 4. If, based on the quantity or type of records requested, the copying or other reproduction of the records requires more than one-half (1/2) hour of a staff member's time, then the requester will be charged the hourly rate of total compensation of the lowest-paid employee capable of performing the copying/reproduction.
 5. There shall be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester. "Locating" a record means to find it by searching, examining, or experimenting. The cost of staff time required for the location of records will be charged at the hourly rate of total compensation of the lowest-paid employee who is reasonably capable of performing the task and that would have clearance to review the body of records likely to include the records requested .
 6. If records are mailed to the requester, the actual, necessary and direct postage/shipping costs will be charged.
 7. Prepayment of authorized fees may be required for any request where the total fees for reproduction of records exceed \$5, the cost of location exceeds \$50, or both.
 8. Notwithstanding other provisions of this fee schedule, if a record is produced or collected by a person who is not a records authority pursuant to a contract entered into by that person and the District, the fee charged for copying the record shall be the actual, direct and necessary cost of reproduction incurred by the person making the reproduction or transcription of the record, unless a different fee or basis for computing fees is authorized or established by law.

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9. In a situation where any fees differing from the fees identified in this Notice are established by law, or are authorized to be established by law, such other fees may be charged under this policy.

Requesters shall make checks for fees payable to Waunakee Community School District.

SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY-IDENTIFIABLE PUPIL INFORMATION

A parent, guardian or adult student who, pursuant to applicable state or federal law, wishes to inspect or copy personally-identifiable pupil records maintained by the District should submit such requests to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to the District Registrar, except that requests for a copy of an individual's own high school transcript should be submitted to the High School Counseling Office. For more information regarding student records and accessing pupil records, see the District's pupil records policies and the student handbook. Fees other than those fees applicable to access to public records may apply to requests for pupil records.

Adoption Date:

02/14/2022