

NOTICE TO THE PUBLIC REGARDING ACCESS TO RECORDS

The School Board has designated the Superintendent as the legal custodian for all District records, which include all records of the School Board, Board officers and any committees or other authorities created by resolution of the Board. Building principals shall serve as the legal custodians of student records in their assigned schools.

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

School District Office
1010 East Fourth Street
Marshfield, WI 54449

Regular Office Hours are: 8:00 to 4:30, Monday through Friday
There are no office hours on holidays.

If the Superintendent is not present, information and access to records may be obtained from the Director of Business Services, who is authorized to act as legal custodian in the Superintendent's absence.

Record requests shall be reviewed and acted upon in accordance with state law and established procedures. Copies of the District's access to public records procedures are available upon request.

In applying the provisions of the public records law, the positions identified as "Local Public Offices" within the District include: School Board members, Superintendent, Director of Business Services, Building Principals, Director of Teaching & Learning, Director of Student Services, Director of Technology, Director of Buildings & Grounds, Director of Human Resources, Athletic Director.

A fee will be imposed upon a record requestor for the actual, necessary and direct cost of:

- reproduction of the record,
- mailing or shipping of the record to the requestor, and
- locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

Consistent with a Wisconsin Supreme Court decision, the District will not charge the requestor for the costs associated with (1) reviewing the record for information/data that is not subject to disclosure (e.g., information within a record that would constitute a protected student record), or (2) redacting (i.e., deleting) such non-disclosable information/data prior to releasing the record.