

GUIDELINES FOR ACCESS TO PUBLIC RECORDS

The Board hereby adopts the following notice as the official procedure of the School District in responding to requests for the release, inspection or reproduction of the records and property of the District.

NOTICE

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The Board has designated the district administrator as the official legal custodians of the records and property of the District. However, if the record request is for documents directly pertaining to the District Administrator, then the legal custodian of those records will be the Board Clerk. The district administrator's office, is located at the following address:

PARKVIEW SCHOOL DISTRICT
106 W. Church Street – P O Box 250
Orfordville, WI 53576
Telephone: (608) 879-2717

2. Any public record of the District will be made available after custodial approval and shall be viewed in the presence of custodian or designee, during normal, regular business hours upon request. The normal, regular business hours for the purposes of inspection are from 8:00 a.m. to 3:00 p.m., Monday through Friday during the normal school year. No original public records of the District shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official custodian shall be governed by this NOTICE.
3. The procedure of the District regarding the release, inspection and/or reproduction of public records is as follows:
 - After the receipt of written or verbal request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.
 - If a request is denied, it will be denied in writing no later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform, in writing, the requestor when the record can be made available.

- If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.
 - If the official legal custodian determines that portions of any records requested contain information, which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.
 - Any requests for electronic records of the District will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time needed to retrieve the requested information. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.
4. It is the procedure of the District that the District will respond to both oral and written requests for records of the District.
 5. Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.
 6. Any person shall have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the District relative to the costs of producing any of the records of the District are as follows:

FEE SCHEDULE

1. Costs of Locating Documents

Most of the District's records are readily available or can be processed in a relatively short period of time. There will be no fee imposed, for processing documents; upon any person who requests a record if the costs of locating that record do not exceed \$50.00. Fees for educational agencies working on behalf of students may be waived at the discretion of the district administrator.

Some of the records of the District are in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In cases where it appears that the costs of processing a record will exceed \$50.00, the official legal custodian(s) will seek prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required, to provide any estimate of the total anticipated costs for processing the record.

The District will determine the costs of processing a record by using the hourly rate of employees involved in attempting to locate the record.

2. Reproduction Expenses: (Fees may not apply to outside educational agencies working on behalf of individual students.)

A. Costs of copying and reproduction of records

1. Costs per page: 25 cents per copy
2. 75 cents per label sheet

B. If it is necessary to mail or ship a record, the requestor will be responsible for the shipping/mailing cost.

3. Disputes

The official legal custodian of the records of the District shall report any disputes which arise under the fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

4. Payment of Fees

A. The official legal custodian of the records of the District may require the payment of costs provided herein in advance if necessary.

B. The official legal custodian of the records of the District will require the payment of costs provided herein upon delivery of records in the requested format.

APPROVED: November 8, 1983
November 12, 1985
August 9, 1988
February 23, 2004
November 19, 2012
June 17, 2019
JANUARY 8, 2024