

MONONA GROVE SCHOOL DISTRICT

Board Policy 823

ACCESS TO PUBLIC RECORDS

Individuals may have access to district records in accordance with this policy and implementing procedures and in accordance with state law.

The Superintendent and Board Clerk shall serve as the legal custodian(s) of records and property of the district, except as otherwise provided. 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 any district authority. The legal custodian may deny access to records only in accordance with state law. The legal custodian shall be authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

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

A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

LEGAL REFERENCES: Subchapters II & IV Chapter 19 Wisconsin Statutes
Section 120.13(28)

CROSS REFERENCES: Administrative Rule 823, Procedures for Access to Public
Records
Board Policy 347, Student Records
Board Policy 523.1, Staff Physical Examinations
Board Policy 524, Personnel Records

BOARD APPROVAL: April 4, 2001