

## **ACCESS TO PUBLIC RECORDS**

The Board of Education of the South Shore School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures and in accordance with state law.

The District Administrator shall serve as the legal custodian(s) of all records and property of the school district, except as otherwise provided. The building principals shall serve as the legal custodians of student records. The legal custodians 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 school district authority. The legal custodians may deny access to records only in accordance with the law. The legal custodians 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 custodians may establish fees in accordance with the 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 REF.: Chapter 19, Subchapters II and IV Wisconsin Statutes  
Section 120.13 (28)

CROSS REF.: 523.1 Staff Physical Examinations  
526 Personnel Records

APPROVED: January 12, 1989

REVISED: April 22, 1992  
January 13, 2010