

SECTION 163    OFFICIAL PUBLIC NOTICE

Portage Community Schools is a Wisconsin common school district. It is governed by a Board composed of seven elected members. Its chief administrative officer is an appointed district administrator.

The Portage School Board has designated the District Administrator, or in his/her absence, the Business Administrator, as the legal custodian of the public records of the Board and of its members, officers and committees.

The public may obtain information about disclosure of public records, make requests for such disclosure and, in accordance with state law, inspect or obtain copies of such records in the custody of the Board at the following places and times:

Place: Office of the District Administrator  
305 E. Slifer Street  
Portage, Wisconsin 53901

Times: 8:00 a.m. - 12:00 noon & 1:00 p.m. - 3:00 p.m.  
Monday through Friday or  
by appointment excluding holidays.

In addition, copies may be requested and, as appropriate, obtained by mail. Requests must reasonably describe the requested record and the length of time covered by the record.

The Portage School Board is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless some other fee is otherwise specifically established by law.

1st Reading - June 17, 1996  
2nd Reading - July 29, 1996  
Approved - July 29, 1996  
Revised - August 8, 2011