

SECTION 345    PUBLIC RECORDS

The School Board of the Portage Community School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any school district authority, except that records pertaining to business management shall be in the custody of the business administrator and pupil records shall be in the custody of the appropriate school principal, supervisor or director of special education. 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 school district authority. The legal custodian may deny access to records only in accordance with the law. (The legal custodian is 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 the law. A list of such fees shall be made available at the district office.

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

LEGAL REF.: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13(28)

1<sup>st</sup> Reading – Jan 10, 1983  
2<sup>nd</sup> Reading – Feb. 14, 1983 - Approved  
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