

SECTION 345 - A NOTICE TO EMPLOYEES LEGAL CUSTODIAN OF RECORDS

The Board of Education has designated the District Administrator the legal custodian of the public records and property of the Portage Community School District. He/she is authorized to delegate that responsibility to other appropriate agents of the School District to carry out the explicit intention of the law. In applying the provisions of public records law, these positions identify the local public offices within the Portage Community School District. At the discretion of the Board, any of these positions may be combined, made part-time, substituted for or eliminated, consistent with individual contracts and legal requirements. Those agents are listed as follows:

Director of Business Services
Director of Special Education
Director of Curriculum and Instruction
Portage High School Principal
Portage Junior High School Principal
John Muir Elementary Principal
Caledonia, Fort Winnebago and Rusch Elementary Principal
Woodridge, Endeavor and Lewiston Elementary Principal
Director of Technology
Athletic Director
Director of Buildings and Grounds

The legal custodian is vested by the school district with full legal power to render decisions and carry out the duties of the school district under the public records and property law. Requests for access to records shall be referred to the legal custodian or appropriate agent. The legal custodian or agent will determine whether a record of the school district must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

1st Reading – December 8, 2008
2nd Reading – January 12, 2009
Approved – January 12, 2009