

PUBLIC RECORDS POLICY

The School District of Brodhead shall allow persons to have access to School District records in accordance with this policy, and shall develop and implement access procedures in accordance with law.

The Superintendent is designated as the legal custodian of records for any school District authority with two exceptions:

1. The building principals shall be the custodians for student records as follows:
 - a. student records for students in Early Childhood through grade five – elementary principal;
 - b. student records for students in grades six through eight – middle school principal;
 - c. student records for student in grades nine through twelve – high school principal.
2. The Pupil Services Director will be the custodian of all records pertaining to special education and other pupil services and programs.

Each legal custodian shall:

1. safely keep, maintain, update, and reserve records of the authority.
2. have full legal power to render decisions related to the public records under his/her area of responsibility.
3. execute and fulfill all duties related to those public records under his/her area of responsibility.
4. deny access to records only in accordance with the law and this policy.
5. consult with the District’s legal counsel when necessary, in determining whether to deny access to a record in whole or part.
6. retain all records according to the Wisconsin Records Retention schedule for School Districts.

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 Department of Justice fee rates for search and copying purposes.

LEGAL REF: WI. ST. 120.13 (28), Subchapter II of Chapter 19

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