

## **ACCESS TO PUBLIC RECORDS**

### **PUBLIC NOTICE**

The School District of Colby has designated the District Administrator as the legal custodian of public records and property of any school district authority. The public may obtain information and access to records, make requests for records, or obtain copies of records at the following place and times:

Colby District Education Center  
505 West Spence Street  
PO Box 139  
Colby, WI 54421-0139  
Between 8:00 AM and 4:00 PM  
Monday through Friday (Except on Holidays)

The following positions constitute a local public office with the School District of Colby:

District Administrator  
Middle-High School Principal  
Middle-High School Associate Principal  
Elementary School Principal  
Director of Special Education Services  
Director of Pupil Services  
Comptroller  
Administrative Assistant  
Building and Grounds Director  
Food Service Director

The School District of Colby is authorized by law to impose a fee on the requestor for the actual, necessary and direct cost of:

1. Reproducing and transcription of the record, including any required costs to notify the person who is the subject of the record that is being requested;
2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing and shipping of any record or photograph to the requestor; and
4. Locating a record if the actual, necessary and direct cost exceeds \$50.00.