

PERSONNEL – PUBLIC RECORDS ACCESS

The School District of Colby will allow persons to have access to school district records in accordance with this policy and in accordance with Wisconsin Statutes and federal laws.

Description of Organization

The office of the District Administrator is designated as the legal custodian of records for any school district authority. The District Administrator shall act as legal custodian for the School Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the School Board. 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 only in accordance with the law.

Positions which Constitute a Local Public Office

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
Title I Services Specialist	

Notification of Local Public Official of Impending Release

Provide the local public official with notice that satisfies the requirements of the Open Records law within three (3) business days of the decision to release. It is recommended that the notification be prepared by legal counsel and be either personally served (document this) or sent certified mail with a return receipt requested (to confirm date of receipt).

Upon receipt of the notification, the local public office holder has five (5) business days to “augment the record to be released with written comments and documentation selected by the record subject requested record”.

Five (5) business days after receipt of the notice by the local public official, release the records in accordance with the open records process, including any augmented records such as comments or documentation by the local public official.

Dates and Places at Which Public Records May Be Obtained

The public may obtain information and access to records by making request either in writing or in person to the District Administrator at the Colby District Education Center, 505 West Spence Street, PO Box 139, Colby, Wisconsin 54421-0139 during regular office hours. Regular office hours are between 8:00 AM and 4:00 PM, Monday through Friday, holidays excluded.

If the District Administrator is not present, information and access may be obtained from the Administrative Assistant, who is authorized to act as legal custodian in the District Administrator’s absence.

Fees

The legal custodian may establish fees in accordance with the law.

Notices

A public records notice shall be displayed at Colby District Education Center.

LEGAL REFERENCE: Wisconsin Stats. 19.120.13(28)
FERPA

CROSS REFERENCE: District Administrative Job Descriptions
Notice to the Public
Notice to Employees
Access to Public Records Procedure
Student Records