

**PUBLIC ACCESS TO SCHOOL DOCUMENTS AND
RECORDS FEE SCHEDULE**

Access Procedure

A sufficient request to inspect or secure a copy of a school document or record shall be made to the legal custodian. The request must reasonably describe the requested information or record. A request for a school document or record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. In other words, the request must be specific, detailed and reasonable so that the information desired is clear and can be provided in a reasonable amount of time.

The Superintendent is designated as the school's legal custodian of school documents and records. The legal custodian shall have full legal power to render decisions and fulfill requests for access to school documents and records.

The legal custodian, upon request for any school document or record, shall, as soon as practicable, either fill or deny the request, in whole or in part. Records exempt from disclosure as noted by sections 19.33 - 19.36 and 2003 Wisconsin Act 47 of the state statutes will not be honored.

The legal custodian may impose a fee upon the requestor of a copy of a record which may not exceed the actual, necessary, and direct cost of reproduction and transcription of the record.

The legal custodian may impose a fee upon the requestor for locating a record, not exceeding the actual, necessary, and direct cost of location, if the cost of locating is \$50 or more. When costs of locating school documents or records are expected to exceed \$50, the legal custodian will obtain the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required, to provide an estimate of the total anticipated costs for locating the school document or record.

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The legal custodian may require prepayment by the requestor of any fee if the total amount exceeds \$5.

The District will determine the cost of locating a record by using the current hourly rate for employees, including benefits and fringes.

Any fees incurred by the district for mailing, shipping, faxing, or otherwise distributing the requested information will be charged to the requestor.

Reproduction Expenses

1. Costs of copying and reproducing of school documents or records where equipment is available:
 - a. Fifteen cents (\$.15) per page for any size paper used in copying or reproducing a document.
 - b. Actual costs to the District of tapes or other mediums used for reproduction.
2. Costs of reproduction of school documents or records where equipment is not available in the District will be the actual costs charged the District by the third party vendor(s).

Payment of Fees Disputes

The legal custodian of the school records and documents for the District may request that payment of costs provided herein be paid in advance. Any exceptions to this provision are up to the sole discretion of the legal custodian. In the event that the legal custodian feels that the imposition of the costs provided for herein should be waived, such a request must be made by the legal custodian to the Board. It will be up to the Board to waive such costs.

Disputes

The legal custodian of the school documents and records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such modifications and revisions as he/she deems necessary.

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Elected officials and employees of the school district shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

References: Wisconsin Statutes 19.33 - 19.36, 2003 Wisconsin Act 47,
19.36 sec. 118.125, 19.37(1)

APPROVED: January 19, 1994
EDITED: February 16, 2000, December 15, 2004
REVISED: April 12, 2006
EDITED: March 17, 2010, May 16, 2012

Confirmed by: _____ , President

_____ , Clerk