Public Records Notice

8310.01

PURSUANT TO WISCONSIN LAW, this Notice has been adopted by the School District of Monticello, a school district organized and existing pursuant to Chapter 120, Wis. Stat.

This Notice is to be placed in prominent and conspicuous locations throughout the District so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

1. The District Administrator is responsible for the overall management and operation of the School District. The District Administrator is the designated legal custodian of the records of the District; including the School Board and any committees, boards or other authorities created by resolution of the School Board. The name of the individual presently holding this position can be obtained by contacting the District Office at the following address:

   School District of Monticello
   334 S. Main Street
   Monticello, WI 53570

   Since records are kept at different locations, the District Administrator can delegate to other school officials responsibility for maintenance of those records and authority to provide citizen access to those records.

2. **Those individuals holding "local public office" are in the positions of: District Administrator-[insert name]; School Board Members-[insert names]**

3. Subject to a denial of the right of access consistent with Wisconsin law, any public record of the District will be made available for inspection at the offices of the legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District are from 8:00 a.m. to 4:00 p.m., Monday through Friday, during the school year, and from 8:00 a.m. to 3:00 p.m., Monday through Friday, outside of the school year, except for holidays.

   A. Request for access to records may be made in person or in writing to the legal custodian.
   B. No original public records of the District shall be removed from the possession of the legal custodian.

C. The legal custodian shall be responsible for designating where, when and how the records of the District may be inspected and copied after a request is made. When access to school records is granted, examination thereof generally will be made on the premises on which the records are kept in the presence of the record custodian regularly responsible for the maintenance of those files.

FEE SCHEDULE

The District shall charge a requester the actual, necessary and direct cost of reproduction and transcription of a record, including, but not limited to, the following:

1. COSTS OF LOCATING DOCUMENTS. Most of the District's records are readily available, or can be located in a relatively short period of time. Certain records of the District are in off-site storage, archived, not on-line on the district's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating it will exceed $50.00, the legal custodian shall impose a location fee.

    A. No location fee shall be imposed upon any person who requests a record if the actual, necessary and direct costs of locating that record do not exceed $50.00.
    B. The District shall determine the cost of locating a record by using the hourly rate of pay for the employee locating the record.
    C. No location fee shall be charged for the cost of a computer run required to produce a copy of data contained in a computer record. If however, an employee is required to search for the record, a fee to locate the record among the District's computer records may be charged if the actual, necessary and direct costs to do so exceed $50.00.
    D. If the anticipated costs of locating a record exceed $50.00, the requester shall be notified of the estimated cost of complying with the request before the cost is incurred.

2. REPRODUCTION AND TRANSCRIPTION EXPENSES.

    A. Costs of copying and reproduction of records where equipment is available within the District:
        I. $.25 per page;
        II. The actual cost to the District of the tapes or other medium used for reproduction and the costs of reproduction.
    B. Costs of copying and reproduction of records where equipment is not available within the District:
        I. If equipment necessary for the reproduction of any given record is not available within the District, the District shall rent the equipment necessary to perform the function or arrange for a third party vendor to

photograph or copy the record in question and shall bill the requester for the necessary and direct cost thereof.

II. Items in such a situation would include, but not be limited to, audio or video tape reproduction equipment, microfilm or microfiche, or ultra fiche reproduction equipment, assorted computer hardware and software.

III. The actual costs to the District of any tapes or other medium used for the reproduction shall also be billed to the requester.

C. A requester shall not be permitted to make his/her own copies of a record.

D. Costs to transcribe records: The District shall arrange for a third party vendor to transcribe the record and shall bill the requester for the necessary and direct cost thereof.

3. COSTS OF MAILING OR SHIPPING. The District may impose a fee upon each requester equal to the actual, necessary and direct cost of mailing or shipping any copy or photocopy of a record to the requester.
4. PAYMENT OF FEES. In the event that the total amount of fees exceeds $5.00, the legal custodian may require the payment of all or part of the costs provided herein in advance. If the anticipated fees exceed $20.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.
5. WAIVER OF FEE SCHEDULE. The legal custodian may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.
6. DISPUTES. The legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Board and shall recommend to the Board such action as he/she deems appropriate.

Cross References: 8310.00, Access to Public Records
8320.00, Personnel Records
8330.00, Student Records

Approved: August 12, 1987

Revised: December 13, 2006