

**SERIES 800**  
**SCHOOL-COMMUNITY RELATIONS**

821

**ACCESS TO PUBLIC RECORDS**

The Marshall Board of Education shall allow persons to have access to district records in accordance with state law and established procedures.

The Superintendent, or his/her designee, shall serve as the custodian of records for each district authority, except as otherwise specifically provided. The custodian shall safely keep and preserve the public records of each authority and shall have full power to render decisions and carry out duties related to those public records. The custodian may deny access to records only in accordance with state law. The custodian is authorized and encouraged to consult with the district's legal counsel to determine whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The Board shall establish fees in accordance with applicable law. A list of such fees shall be available at the district office.

A public records notice shall be posted in all school district public notice locations and shall be published annually in the district's official newspaper.

Legal References:     Sections 103.13 Wisconsin Statutes  
                              118.125  
                              120.13(28)  
                              Chapter 19, Subchapters II and IV

Cross References:    Administrative Exhibit 821, Access to Public Records Notice  
                              171.1, Public Notification of Board Meetings  
                              184, Board Minutes  
                              347, Student Records  
                              526, Personnel Records

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