

Communication and Public Information

Access to School Materials/Public Records

The following procedures have been developed to assure compliance by the District with the Public Records Law.

Public records shall be made available for inspection and reproduction. No outside person or organization shall be granted exclusive access to, or control over, the materials made available to it.

Public records shall be available for inspection and reproduction at the Administrative Service Campus. Copies of Board meeting agendas and supportive material will also be available for review at the Racine Public Library.

The following positions are designated as the legal custodians for records under their control:

Superintendent of Schools – Board minutes, policies and documents submitted to the Board; all records of general administrative application

Chief Financial Officer – business and financial

Director, Standards, Assessment and Accountability – records of instructional nature/achievement data

Executive Director, Human Resources – employee records

Director, Support Services – student records

Board member – individual Board member records

All requests should be made to the Office of Superintendent of Schools and should reasonably describe the record and contain a reasonable limitation as to subject matter or length of time covered by the record. An individual Board Member shall serve as the individual custodian of the records of his or her office.

Public records can be requested, inspected and copied during normal working hours (7:30 a.m. to 4:30 p.m., Monday-Friday) at the Administrative Service Campus, 3109 Mt. Pleasant Street, Racine, Wisconsin.

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Student records can be inspected and copied at the school during normal school hours.

The Superintendent of Schools' office will forward such request to the appropriate custodian and arrange for the inspection and copying of the record if requested.

Cost for complying with a request for records will be established by the Chief Financial Officer. Those costs may not exceed the actual, necessary and direct cost of complying with the request for records.

Notice of this policy and administrative implementation of such will be posted according to law.

Legal Reference: Wisconsin Statute 19.21 through 19.39, 118.125, 120.13(28)

Policy adopted: February 14, 1977

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