

## ACCESS TO RECORDS

The Board of the School District of Amery shall allow persons to have access to district records in accordance with this policy and in accordance with state and federal law.

The district administrator and business manager shall be designated as the legal custodians of records for the School District of Amery. The legal custodians shall keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to records maintained by any district authority. The legal custodians may deny access to records only in accordance with the law.

The public may obtain information and access to public records, make requests for public records or obtain copies of public records in custody of the School District of Amery during regular District Office hours. The District Office is located at 543 Minneapolis Avenue, Amery, WI 54001.

The district is authorized to impose a fee on the requester, which does not exceed the actual, necessary and direct cost of reproduction and time for the search, compilation and reproduction of requested materials.

A public records notice shall be displayed in designated locations throughout the district.

LEGAL REF.: Subchapters II & IV Chapter 19 Wisconsin Statutes  
Section 120.13(28)

CROSS REF.: 151.2, Policy Handbook  
347, Student Records  
523.1, Staff Physical Examinations  
526, Personnel Records

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