

**MARATHON CITY SCHOOL DISTRICT**

821

**ACCESS TO PUBLIC RECORDS**

The District Administrator has been designated as the legal custodian of the records for the Marathon City School District. The legal custodian is vested by the Board with full legal power to render decisions and carry out the duties of the Board under the public records and property law.

Requests for access to records shall be referred to the legal custodian. The legal custodian shall determine whether a record must be made available for inspection and/or copying by a requester, or whether the request may be denied. The legal custodian may deny access to records only in accordance with state law.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The fee for copying shall be 10 cents per copy and this price may be adjusted annually by the District Administrator.

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

All records of the district shall be kept for a minimum of seven years with the exception of student records. Student records shall be maintained and destroyed according to provisions outlined in other district policies. Before the destruction of obsolete school records, at least 60 days notice shall be given the State Historical Society in order that it may preserve those records it deems to be of permanent historical interest. The District Administrator shall develop regulations providing for the timely and orderly disposal of obsolete records.

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

CROSS REF.: 347, Student Records

APPROVED: January 10, 2001