

# Policy

BOARD OF EDUCATION  
HORTONVILLE AREA SCHOOL DISTRICT

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## PUBLIC RECORDS

The Board recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. The Board designates the District Administrator as the District Records Custodian (DRC), to be the legal custodian of records for the District. The DRC shall safely keep and preserve the public records of the District and shall have the authority to render decisions and carry out duties related to those public records. The DRC may deny access to records only in accordance with the law. The DRC is authorized and encouraged to consult with the District's legal counsel to determine whether to deny access to a records request in whole or in part.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoke, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties) but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice (See Policy #5111 – Eligibility of Resident/Nonresident Students, Policy #8320 – Personnel Records, and Policy #8330 – Student Records.)

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The District may impose a fee upon the requester of a copy of a record of .15 cents per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public records may be removed from the office in which it is maintained except by a Board officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Board member from inspecting in the performance of his/her official duties any record of this District, except student records and certain portions of personnel records.

The District Administrator is authorized to develop - administrative guideline to provide for proper compliance with the intent of this policy and the public records law.

## Records Retention Schedule

19.21(6), Wis Stats. requires that school districts retain public records, other than student records, for seven (7) years, unless a shorter period is fixed by the Public Records Board (PRB) in a records retention schedule subsequently adopted by the Board.

The Board has approved the following records retention schedules developed by the Wisconsin Historical society and PRB:

- Wisconsin Public School District and Related Records GRS (expiring March 20, 2033)
- Administrative and Related Records GRS (expiring March 21, 2032)
- Budget and Related Records GRS (expiring November 21, 2032)
- Facilities management and Related Records GRS (expiring November 18, 2029)
- Fiscal and Accounting and Related Records GRS (expiring November 20, 2027)
- Human Resources and Related Records GRS (expiring March 25, 2029)

Board Approved 9/3/14; 2/22/16; 1/22/18; 11/26/18; 6/22/20; 3/14/22; 6/26/23; 12/11/23  
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- Information Technology and Related Records GRS (expiring November 10, 2024)
- Payroll and Benefits and Related Records GRS (expiring August 30, 2031)
- Purchasing & Procurement and Related Records GRS (expiring November 11, 2023)
- Risk Management and Related Records GRS (expiring August 24, 2024)
- Wisconsin Municipal and Related Records GRS (expiring August 27, 2028)

The District will retain public records in accordance with the preceding general records schedule(s). In the event that the preceding general records schedules adopted do not define the retention period for a particular record, the District will retain the record for seven (7) years.

#### Legal References:

19.21, Wis. Stats.

19.31-39, Wis. Stats.

118.125, Wis. Stats.

120.13(12), Wis. Stats.

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## NOTICE TO PUBLIC REQUESTS FOR DISTRICT RECORDS

Please take notice that requests for District records can be submitted to the following custodian of District records:

Hortonville Area School District  
Mr. Todd Timm, District Administrator  
246 N. Olk Street; PO Box 70  
Hortonville, WI 54944  
920-779-7921  
E-mail: [toddtimm@hasd.org](mailto:toddtimm@hasd.org)

The Hortonville Area School District provides public educational services to pupils in grade level Early Childhood – Grade 12 who reside in the Village of Hortonville or in the Township of Center, Dale, Ellington, Grand Chute, Greenville, Hortonia or Liberty. Requests for records can be made during the Office’s regular business hours of 8:00 a.m. – 4:00 p.m. (during the school year) or 8:00 a.m. – 3:00 p.m. (during the summer) and should be made at the District Administrative Office, 246 N. Olk Street, P.O. Box 70, Hortonville, WI 54944, to the legal custodian.

Requests for District records may be made orally or in writing, although the District may require certain requests to be submitted in writing.

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|---------------------------------------|--|
| Price per page                        | 15¢  |
| Mailing & Shipping Fees               | All actual, necessary and direct costs   |
| Prepayment of any fees                | May be required only if total amount exceeds \$50.00   |
| Photography/photographic reproduction | All actual, necessary and direct costs   |
| Transcription                         | All actual, necessary and direct costs   |
| Location costs                        | All actual, necessary and direct costs exceeding \$50.00 that are associated with locating records |
| Redaction costs                       | No cost (must be borne by the District)  |

Please refer to Wisconsin State Statutes: §19.21, §19.31-39, §120.13(12).

Questions concerning this policy should be directed to the District Office.

Board Approved 9/3/14; 2/22/16; 1/22/18; 11/26/18; 6/22/20; 3/14/22; 6/26/23; 12/11/23  
Adoption Resolution 10/13/14