

# Hortonville Area School District

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**Title:** Public Records Policy

**Date Adopted:** 2/28/83

**Policy No.** 2014

**Date Revised:** 1/27/03

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9/14/09

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**Policy Statement:**

The Hortonville Area School District Board of Education shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

**Rationale:**

The Board of Education will comply with open record statutes.

**Scope:** District-wide

**Responsibility:** Superintendent of Schools

**Implementation:**

1. The Superintendent of Schools is designated as the legal custodian of records for any school district authority.
2. The Superintendent of Schools (legal custodian) shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority.
3. The legal custodian may deny access to records only in accordance with the law. (The legal custodian is authorized and encouraged to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.)
4. Public records may be inspected, copied and/or abstracted at any time during established district office hours.
5. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available in the district office.
6. A public records notice shall be displayed in designated locations throughout the district and procedures shall be developed to implement this policy.

**Associated Information:**

Wisconsin State Statute 19.33

Wisconsin State Statute 19.34

Wisconsin State Statute 19.35

# 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  
Dr. Heidi Schmidt, District Administrator  
P.O. Box 70, 246 N. Olk Street  
Hortonville, WI 54944  
920/779-7900  
e-mail: [heidischmidt@hasd.org](mailto:heidischmidt@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.

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 \$5.00
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)

Other fees may be charged to requestors to the extent permitted under Wisconsin State Statute §19.35(3).

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