

# SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

## SCHOOL-COMMUNITY RELATIONS

### ACCESS TO PUBLIC RECORDS

823-EXHIBIT

#### PUBLIC RECORDS NOTICE AND FEE SCHEDULE

##### PITTSVILLE SCHOOL DISTRICT

The Pittsville School District is a common public school district providing ~~education to~~ instructional programs and education-related services and activities for early childhood students and students in grades 4K through 12. The School Board, consisting of five members is the governing body of the District. Individual members of the School Board are elected or appointed to their office per state statutes.

The District's schools are comprised of the following:

1. Pittsville Elementary School, 5459 Elementary Avenue, Suite 1, Pittsville, WI 54466.
2. Pittsville High School, 5407 First Avenue, Pittsville, WI 54466
3. Rural Virtual Academy, 624 College Street, Medford, WI 54451
4. The District Administration Office is located at 5459 Elementary Avenue, Suite 2, Pittsville, Wisconsin 54466.

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual board members
2. Officers of the School Board
3. District Administrator
4. School Principals

The District Administrator serves as the legal custodian of records for the following District authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other District records authorities created by law or by rule or order;
4. ~~The officers of the Board (President, Vice President, Clerk, Treasurer, Secretary), and the individual members of the Board, but only to the extent such records are maintained at any District owned or District controlled facility, or on any District controlled computer system. Each individual officer and member of the Board is the sole legal custodian of the records of his/her office to the extent such records are maintained at any facility, or on any computer system, that is not owned or controlled by the District.~~ The individual members of the School Board, including the individual officers of the Board (i.e., President, Vice President, Clerk, Treasurer), subject to certain shared responsibilities for records of a Board member's individual office that a Board member may create or maintain solely at any location or on any computer system that is not owned or controlled by the District.

Each building principal employed by the District shall serve as a deputy custodian in the event that the primary legal custodian is absent or otherwise requires assistance in responding to requests for records. In addition, each building principal employed by the District shall serve as a custodian concerning the education records of the

students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a written request to the records custodian during the regular business hours of the District's Administrative Office, which are Monday through Friday from 7:30 a.m. to 4:00 p.m. except for holidays, **emergency closures**, and such other exceptions as may be established in connection with the school calendar. Such requests may be made to:

Pittsville School District  
Custodian of Public Records  
5459 Elementary Avenue, Suite 2  
Pittsville, WI 54466

All requests must be reasonably specific as to the subject matter and time period of the records covered by the request.

All requests will be processed as soon as practicable. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

#### **FEE SCHEDULE APPLICABLE TO REQUESTS FOR ACCESS TO PUBLIC RECORDS**

The following fees are authorized to be charged to persons who request to inspect or copy the records of a District authority, to the extent such request is submitted, or responded to, under the Wisconsin Public Records Law:

1. Hard Copies of Records:
  - (Black and White) – \$.10 per side of a page for each paper copy that is made of any standard-size paper record or **for any standard-sized printed copy of an electric record, plus not including** any applicable costs of staff time **as referenced below**.
  - (Color) - \$.25 per side of a page for each paper copy that is made of any standard-size paper record **or for any standard-sized printed copy of an electronic record, plus any applicable costs of staff time as referenced below**. ~~Separate charges, not to exceed the actual, necessary and direct costs, may apply for issuing copies of photographs, electronic records, records which require transcription, or other specialized records.~~
2. Electronic Copies of Records (includes any electronic records provided by email, **PDF**, flash drive, or other electronic format):
  - The cost of the physical medium will be charged when coping records already in a digital format onto a physical medium, as well as any applicable costs of staff time **as referenced below**.  
Paper to Digital – Employee's hourly rate.  
Digital to Physical – Employee's hourly rate plus actual cost to purchase digital format.  
Digital to Digital – Employee's hourly rate.
  - Except for any applicable costs of staff time as referenced below, there will be no charge for copying records from one digital format to another for electronic distribution (e.g., **as an email attachment**) or for scanning physical documents and saving them into a digital format (e.g., **PDF**) for electronic distribution. **This provision is not a commitment to modify the format of any record when the District is not legally required to do so.**

3. **Photographs:** The actual, necessary and direct cost of photographing and photographic processing including applicable costs of staff time in excess of one-half (1/2) hour, will be charged for providing a photograph of a record, when the record does not permit standard copying.
4. **Non-Standard Reproductions:** For any transcription or other specialized copying of reproduction of a record not otherwise covered in this fee schedule, a fee equal to the actual, necessary, and direct costs of such reproduction and transcription applies. If applicable, staff time shall be charged as referenced below.
5. **Staff Cost for Copying/Reproduction:** If, based on the quantity or type of records requested, the copying or other reproduction of the records requires more than one-half (1/2) hour of a staff member's time, then the requester will be charged the hourly rate of total compensation of the lowest-paid employee capable of performing the copying/reproduction.
6. **Record Location Costs:** There shall be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester. "Locating" a record means to find it by searching, examining, or experimenting. The cost of staff time required for the location of records will be charged at the hourly rate of total compensation of the lowest-paid employee who is reasonably capable of performing the task.
7. **Postage:** If records are mailed or shipped to the requester, the actual, necessary, and direct postage/shipping costs thereof will be charged.
8. **Records Not Produced/Collected by the District:** Notwithstanding the provisions above regarding copying or reproduction fees for records produced and maintained by the District or a District records authority, if a record is produced or collected by a person who is not a records authority pursuant to a contract entered into by that person and the District, the fee charged for copying the record shall be the actual, direct, and necessary cost of reproduction incurred by the person making the reproduction or transcription of the record, unless a fee is otherwise authorized or established by law.
9. **Fees Established by Specific Laws:** In a situation where any fees differing from the fees identified in this Notice are established by law or are authorized to be established by law for producing a particular record or type of record, those other fees may be charged.

Prepayment of authorized fees may be required for any request where the total fees exceed \$5. A request for any prepayment of or deposit on fees shall be based upon a good-faith estimate of the likely costs of responding to the request, with any difference to be refunded or collected once the actual amount is known.

Requesters shall make checks for fees payable to: School District of Pittsville.

#### **SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY-IDENTIFIABLE TO A STUDENT**

A parent, guardian or adult student who, pursuant to applicable state or federal law, wishes to inspect or copy personally-identifiable student records maintained by the District should submit such requests in writing to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to the District Administration Office except that requests for a copy of an individual's own high school transcript should be submitted to the High School Office. For more information regarding student records and accessing student records, see the District's student

records policies and the student handbook. Fees other than those fees applicable to access to public records may apply to requests for student records.

~~1<sup>st</sup> Reading: December 14, 2016~~

~~2<sup>nd</sup> Reading/Adoption: January 9, 2017~~

~~1<sup>st</sup> Reading of Updates: March 11, 2019~~

~~2<sup>nd</sup> Reading/Approval: April 8, 2019~~

**First Reading of Updates: August 8, 2022**

**Second Reading/Approval of Updates: September 12, 2022**