

PUBLIC ACCESS TO RECORDS

The School Board of the School District of New Berlin shall allow persons to have access to school district records in accordance with applicable law, this policy and the attached "Public Records Procedure" hereby adopted by the Board.

The Superintendent of Schools or his/her designee is designated as the legal custodian of records for each school district authority. Each legal custodian shall safely keep and preserve the public records of each authority and shall have full legal power to render decisions and carry out duties related to those public records. 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 to determine whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established District Office hours. The Board shall periodically establish fees in accordance with applicable law. A list of such fees shall be available at the District Office.

Adopted: 8-28-78

Revised: 7/12/10