## **Richmond School District Policy Statement Access to Public Records**

**Policy #: 823** 

The Richmond Board of Education shall allow persons to have access to District records in accordance with state law and established procedures.

The District Administrator is designated as the legal custodian of records for the Richmond School District. The legal custodian shall safely keep and preserve records of the District 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 state and federal laws.

Public records may be inspected, copied/or excerpted during established District office hours. The legal custodian shall establish fees in accordance with state and federal law.

Legal Reference: Wisconsin Statues Chapter 19, Subchapter II & IV

120.13(28)

Approved: 7/13/09