

Individuals may have access to records maintained by the Richmond School District and the various District records authorities in accordance with applicable law, District policy, and the additional procedures outlined below.

A. Accessibility of Records

1. Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from 7:30 a.m. to 4:00 p.m., except for holidays and such other exceptions as may be established in connection with the school calendar.
2. A requester will be permitted to use facilities comparable to those available to District employees to inspect or copy a record.
3. The legal custodian of records or his/her designee may require supervision of the requester during inspection or may impose other reasonable restrictions to maintain the security of the record(s).

B. Record Requests under the Wisconsin Public Records Law

1. All requests to inspect or copy a public record shall be made to the legal custodian of records or his/her designee.
2. All requests must be reasonably specific as to the subject matter and time period of the records covered by the request.
3. Record requests may be made orally or in writing. Requesters may, but are not required to, contact the District to ensure receipt of the request.
4. At the discretion of the records custodian, and where there are legitimate reasons for doing so, the records custodian may promptly contact the requester to seek clarification of an ambiguous request prior to seeking responsive records or providing a formal response.
5. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence, whenever security reasons require such measures, or where applicable state or federal law otherwise requires or permits an authority to request identification.
6. Neither any records authority nor any legal custodian of records is required to create new records that do not presently exist in response to any request for information from the authority.
7. The records custodian is authorized by applicable law to reject "standing requests" for access to records that do not exist at the time of the request, but that may be created at a later date.

C. Responses to Records Requests

1. All requests will be processed as soon as practicable and without delay. 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. Access to inspect or copy records on the same day that the request is submitted is available only in limited circumstances.
2. Not all records created or maintained by the District are subject to inspection or copying by the public. Examples of records to which access may be prohibited or restricted include, but are not limited to, certain student records and certain records concerning applicants for positions, district employees, or public officers. In some cases, only a portion of record is subject to public inspection, while the remaining portion must remain confidential.
3. If the legal custodian decides to permit access to certain types of records concerning employees or individuals who hold a local public office, the custodian shall first determine whether the law requires the custodian to provide the record subject with advance notice of the decision to release the records. If such notice is required, it shall be provided prior to any release of the records, and the record subject shall be afforded the rights further outlined in state law.
4. In the event a records custodian denies a records request, either in whole or in part, the custodian shall identify the reasons that access to the records is being denied.
5. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Verbal requests may be denied verbally unless the requester makes a demand for a written statement of the reasons denying the request within five business days of the oral denial.
6. If the records custodian issues a written denial of a request, the custodian must also expressly notify the requestor within the response that the denial is subject to review in an action for mandamus under section 19.37(1) of the Wisconsin Statutes, or by application to the district attorney or attorney general.

D. Public Records Fee Schedule

The District is authorized by law to impose a fee on the requestor which does not exceed the actual, necessary, and direct cost of reproduction and transcription of the records, unless a fee is otherwise specifically established by law. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties. A list of such fees is as follows:

Hard copies	Includes any paper records provided by: Copying a paper record Printing an electronic record	\$.25 per page Fee calculation: Staff time + materials (e.g., paper, toner).
Electronic copies	Any electronic records provided by email, PDF, DVD, thumb drive, or other electronic format.	
	<u>Paper to Digital</u> Includes scanning physical documents and saving them into a digital format for electronic distribution.	\$0.07 per page Fee calculation: staff time
	<u>Digital to Physical</u> Includes copying records already in digital format onto physical medium for distribution	Fee calculation: staff time multiplied by the hourly rate of lowest paid staff member capable of completing the task + cost of disc(s) or thumb drive(s).
	<u>Digital to Digital</u> Includes copying records from one digital format to another for distribution (e.g., email)	Fee calculation: staff time multiplied by the hourly rate of the lowest paid staff member capable of completing the task.
Location Fees	May only be imposed if the cost is \$5 or more. Includes searching for and identifying responsive records but does not include redaction.	Fee calculation: staff time multiplied by the hourly rate of the lowest paid staff member capable of completing the task.
Photographing & Photographic Processing	If the form of a written record does not permit copying	Fee calculation: cost of photographing and photographic processing shall be charged.
Records Not in Printed Form	Records such as films, computer printouts and audio or videotapes.	Fee calculation: cost of providing a copy of other records not in printed form on paper.
Mailing or Shipping	If mailing or shipping is necessary.	Cost of mailing or shipping.
Prepayment	The legal custodian of records shall estimate the cost of all applicable fees and will require a cash deposit adequate to ensure payment.	If cost estimate exceeds \$5.