



Book	Policy Manual
Section	800 Series: School-Community Relations
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The Board of Education shall allow persons to have access to District records in accordance with applicable law, this policy and established procedures. Access to records shall be permitted and records may be obtained during regular working hours at the office of the legal custodian. Legal custodians of records for the School District of Beloit shall be as follows:

- a. The Executive Director of Business, Human Resources and Operations shall be designated record custodian of school records kept at the central administrative office. In the absence of the record custodian, the Superintendent shall designate a deputy record custodian.
- b. The building administrator shall be designated record custodian of building records kept at school building offices.

The record custodian of records shall fulfill the duties of the School District of Beloit required under Wisconsin's Public Records Law, Wisconsin Statutes Section 19.21-19.39.

Legal	s.s. 19.21-19.39
Cross References	824 RULE 1 Procedures for Access to Public Records 166 Board Member Requests for Information 347 Student Records 526 Personnel Records