

## Public Records Policy

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The Riveredge Outdoor Learning Elementary School (ROLES) Governance Council recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction.

Under the Wisconsin Public Records Law, a "record" is defined as any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, that has been created or is being kept by the authority. It includes handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, optical discs, and any other medium on which electronically generated or stored data is recorded or preserved. A "record" does not include drafts, notes, preliminary computations, and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials that are purely the personal property of the custodian and have no relation to his/her office; materials to which access is limited by copyright, patent, or bequest; and published materials in the possession of an authority other than a public library that are available for sale, or that are available for inspection at a public library. The personal use exception applies to notes created by the originator solely for the purpose of refreshing his/her recollection and as a matter of convenience (not part of his/her job duties), but does not apply to notes that are distributed to others for the purpose of communicating information or notes that are created or retained for the purpose of memorializing agency activity.

In addition, records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

Any person may make an oral or written request for any public records of ROLES. The person may inspect or receive copies of the public record requested. ROLES will respond as soon as practicable and without delay. ROLES will either provide the requested documents, subject to any redactions, or inform to the requestor of the ROLES's decision to deny the request.

ROLES will comply with Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice.

ROLES may impose a fee upon the requester of a copy of a record of \$0.25 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, ROLES may impose a fee upon a requester for the actual time spent by ROLES employees in locating a record, if the cost is \$50.00 or more. In calculating location costs, ROLES will use the applicable employee's hourly rate for salary and benefits.

ROLES may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.). ROLES may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

ROLES may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, ROLES will calculate the actual cost and charge the requester. If advance payment is required, ROLES will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.

No public record may be removed from the office in which it is maintained except by a Governance Council officer or employee in the course of the performance of his/her duties.

Nothing in this policy shall be construed as preventing a Governance Council member from inspecting in the performance of his/her official duties any record of ROLES, except student records and certain portions of personnel records.

ROLES staff shall establish administrative guidelines to ensure proper compliance with the intent of this policy and the public records law.

**Adopted by ROLES Governance Council:**

12/18/2019

**Revised by ROLES Governance Council:**

7/22/2021