



# RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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## **Access to Public Records**

The Board of Education of the River Valley School District shall allow persons to have access to school district records in accordance with state law and established procedures.

The District Administrator shall serve as the legal custodian(s) of all records and property of the school district, except as otherwise provided. The building principals shall serve as the legal custodians of student records. The legal custodians shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodians may deny access to records only in accordance with the law. The legal custodians shall be authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

All public records requests shall be proceeded through the Central Office. A public records notice shall be displayed in designated locations throughout the district, and procedures shall be developed to implement this policy.

LEGAL REF.: Subchapter II of Wisconsin Statutes Chapter 19

CROSS REF.: Policy #347 - Student Records

APPROVED: June 8, 1989

REVISED: August 13, 2015

APPROVED: September 10, 2015