

ADMINISTRATIVE POLICY
PUBLIC RECORDS

This policy pertains to community, employees, and students.

The release of public records and cost or fees thereof, will be in accordance with [Wisconsin Statutes, Chapter 19, Subchapter II, Public Records and Property](#). Access to student education records is further limited by the Family Education Rights and Privacy Act. Other state and federal laws may also be considered when responding to requests under this policy. A “Record” has the meaning set forth in [Wis. Stat. Sec. 19.32 \(2\)](#) and is generally those having relation to the functioning of the College.

Consistent with applicable state and federal law, any requestor has a right to inspect records that are considered to be in the interest of the public. The president of the College is the official legal custodian of the College’s records and the president of the College, or his/her designee, will respond to all record requests. Requests can be submitted electronically. Scan the code to connect to the open records request form:



The legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the determination to deny the request in whole or in part and the reasons thereof. It is not the practice of the College to create a new record in order to comply with requests for public records, pursuant to [Wis. State. Sec. 19.35](#). In such circumstance in which a record exists, but it is too burdensome for the College to produce in the original form, the College may create a new document in order to comply with such a request.

The College shall develop and post appropriate notification to the public pursuant to [Wis. Stat. Sec. 19.34](#). The College shall determine the method used for reproduction and/or copying. Fees may be imposed; however, fees may not exceed the actual, necessary and direct cost of location, reproduction and transcription, and mailing and shipping of records unless otherwise specifically established by law. Prepayment may be required.

Adopted: 11/16/82

Reviewed: 10/26/21, 9/29/23

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