

Policy Title: **PUBLIC RECORDS**

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.

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. It is the general policy of the College that the official legal custodian will not respond to oral requests for records of the College, and, therefore, all requests for any records of the College must be submitted in writing to the official legal custodian and directed or referred to the Office of the President. 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.

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: 09/19/18

Revised: 09/19/18