



Book	POLICY MANUAL
Section	800 SCHOOL COMMUNITY RELATIONS
Title	PUBLIC RECORDS NOTICE
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PURSUANT TO WISCONSIN LAW, this Notice has previously been adopted by the West Bend Joint School District No. 1, which is a common school district organized and existing pursuant to Chapter 120, Wis. Stats.

The Board of the West Bend Joint School District No. 1 has directed that this Notice be placed in prominent and conspicuous locations throughout the District and on the district website so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the records of this District.

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

The School Board has designated the Superintendent/designee as the official legal custodians of the records and property of the District. Any public record of the District will be made available for inspection at the offices of the official legal custodian or his/her designee during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the Education Service Center are 7:30 a.m. to 4:00 p.m., Monday through Friday. No original public records of the District shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this Notice.

The practice of the District regarding the release, inspection and/or reproduction of public records is as follows:

After the receipt of a request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practicable. In any event, every request should receive a confirmation indicating receipt of the request. If a public record cannot be made available within ten (10) working days, the official legal custodian/designee shall inform the requestor when the record can be made available.

If a request is denied, it will be denied in writing not later than ten (10) working days after the request has been made.

If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.

If the official legal custodian determines that portions of any records requested contain information which should not be released, such information shall be redacted and the balance of the record shall be released.

The custodian may ask that a request for records of the District be submitted in writing. It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the District state any reason for his or her request.

Any written request for a record must reasonably describe the record or information sought. If the official legal custodian/designee cannot reasonably determine what records of information are being requested, a request for clarification shall be made.

Any person shall have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records or a digital copy of such records. Requests for District records will be referred by the official legal custodian to the individual in charge of the records to determine the cost of any search, printing charges, and personnel time. Information will not be provided until the person requesting the information is informed of the estimated costs. The costs of locating and reproducing such records shall be outlined in administrative rule.

For the purposes of Public Records Law, the Board considers the following positions to be local public offices: School Board members and Board officers, the Superintendent, building principals, and the Director of Business Services.

Legal

[Wis. Stat. 19.31-19.39](#)