



<p align="center"><b>Policy Title</b></p> <p>District Board Public Records and Property Policy</p>	<p align="center"><b>Original Adoption Date</b></p> <p>12/16/1982</p>	<p align="center"><b>Policy Number</b></p> <p>PO-245</p>
<p align="center"><b>Responsible College Division/Department</b></p> <p>President's Office</p>	<p align="center"><b>Responsible College Manager Title</b></p> <p>Executive Assistant</p>	
<p align="center"><b>Policy Statement</b></p> <p>The president is the official legal custodian of the records and property of the district. The president may designate a deputy custodian to respond to requests for records and property in the custodian's absence. The name of the deputy custodian can be obtained by contacting the President's office of the district which is located at the following address:</p> <p>LAKESHORE TECHNICAL COLLEGE 1290 North Avenue Cleveland, WI 53015 (920) 693-1631</p> <p>Any public record of the district will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the district are from 7:30 a.m. to 4 p.m., Monday through Friday. No original public records of the district shall be removed from the possession of the official legal custodian. The 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.</p> <p>The policy of the district regarding the release, inspection, and/or reproduction of public records is as follows:</p> <p>Upon request for any record the legal custodian shall, acknowledge receipt of the request within three business days and as soon as practical and without delay, either fill the request or notify the requestor of the legal custodian's determination to deny the request in whole or in part and the reasons therefore. If the legal custodian denies a written request in whole or in part, the requestor shall receive from the authority a written statement of the reasons for denying the written request. If a request is made orally, the custodian may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five business days of the oral denial.</p> <p>If it is determined by the legal custodian that portions of a requested record should not be released the legal custodian shall edit those records and remove the material not to be released and thereafter release the balance of the record.</p> <p>Any request for computer records of the district board shall be referred by the legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machines.</p> <p>No person requesting access to the records of the district board needs to be identified in order to obtain a record, nor need any person requesting access to the records of the district board state any reason for</p>		



such request.

Any person shall have the right to receive a reproduction of any records or information where the legal custodian has determined that inspection of records or information is to be granted.

The official custodian of the records of the district board may with discretion elect to waive the imposition of all or part of the fees required by this Notice when it is determined to be in the public interest.

Any request for a record must reasonably describe the record or information sought. If the legal custodian cannot reasonably determine what records or information are being requested the request shall be denied.

The official custodian may require prepayment by the requestor of any fee or fees imposed under this Notice if the total amount of such fee or fees exceeds \$5.

#### **FEE SCHEDULE**

Fees charged by the district board relative to the costs of reproducing any records or information by the district board are as follows:

##### **A. Fees for Locating Records**

The hours required to fulfill the request multiplied by the personnel's hourly rate may be billed to the person making the request.

##### **B. Reproduction Fees**

1. Fees for copying and reproducing of records where equipment and staff service is available on-site shall be charged to the requestor as follows:

(a) \$.10 per page for photocopies.

(b) \$.20 per page for microfiche/microfilm reader copies.

(c) Federal minimum wage, in 1/4 hour increments, for transcription of audio tapes or stenographic record.

2. Where duplication of an audio tape, video tape, photograph, microfiche, or other medium is requested, the requestor shall be charged the actual costs paid by the district board to the third party vendor for such reproduction and materials used in reproduction.

3. Where the record or information sought is contained in the computer records of the district board, the requestor will be charged the actual costs incurred in the operation of the Lakeshore Technical College Computer Center.

4. The requestor shall be charged for the actual, necessary, and direct cost of mailing or shipping of any



copy of a record which is mailed or shipped to the requestor.

C. Effective Date

The provisions of this Notice shall take effect January 1, 1983, and shall continue to be in effect until amended or repealed by the district board.

**Reason for Policy**

The Lakeshore Technical College District Board, as established under Chapter 38 of the Wisconsin Statutes, is subject to the provisions of the Wisconsin Public Records Law. This policy is provided to the public to assist them in obtaining access to and copies of records of the district board.

**Historical Data, Cross References and Legal Review**

**Created/Adopted: 12/16/82**

**Reviewed/Revised: 6/15/89; 5/20/92; 8/18/93; 9/20/97; 8/19/98; 10/10/98; 8/9/10; 4/10/15, 9/6/2017, 8/17/18**

**Legal Reference:**

**Cross Reference:**

**Legal Counsel Review and Approval: N/A**

**Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.E. Financial Condition, III.F. Asset Protection**

**Definitions**