



<p align="center"><b>Policy Title</b> Public Records and Property Policy</p>	<p align="center"><b>Original Adoption Date</b> 12/16/1982</p>	<p align="center"><b>Policy Number</b> PO-245</p>
<p align="center"><b>Responsible College Division/Department</b> President’s Office</p>	<p align="center"><b>Responsible College Manager Title</b> Executive Assistant</p>	
<p align="center"><b>Policy Statement</b></p> <p>Lakeshore Technical College is subject to the requirements of the Wisconsin Public Records and Property Law (Sec. 19.31 – Sec. 19.39 Wis. Stats.) and recognizes that designated employees of the College are responsible for providing access to information concerning public records of the College.</p> <p>As defined by Section 19.32(2), Wis. Stats., the College recognizes and designates public records as documents subject to release, inspection, and reproduction as required by law.</p> <p>Copies of this Official Notice shall be made available to any member of the public upon request for inspection or reproduction.</p> <p>The president is the official legal custodian of the records and property of the district, and may designate a deputy custodian to respond to requests for records and property in his/her 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>Requests for lists of students will be referred to the National Student Clearing House (NSC), as LTC reports student information to the National Student Clearinghouse (NSC) on a regular basis. The NSC services are compliant with the Family Educational Rights and Privacy Act, the Higher Education Act, and other applicable laws.</p>		
<p align="center"><b>Reason for Policy</b></p> <p>Lakeshore Technical College, 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.</p>		



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; 1/25/19; 1/15/20

**Legal Reference:** Wisconsin Public Records and Property Law (Sec. 19.31 – Sec. 19.39 Wis. Stats.)

**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**

[Public Records and Policy Procedure](#)