



<p align="center">Policy Title Public's Right to Know</p>	<p align="center">Original Adoption Date 1979</p>	<p align="center">Policy Number HR-314</p>
<p align="center">Responsible College Division/Department Human Resources</p>	<p align="center">Responsible College Manager Title Chief of Human Resources Talent Development</p>	
<p align="center">Policy Statement</p> <p>During office hours and subject to the procedures for release of public records and property, the district board shall allow persons to have access to school district records in accordance with this policy and implementing procedures and the laws of Wisconsin.</p> <p>The college president is designated as the legal custodian of records for the district board. The college president may designate this responsibility as deemed appropriate. The legal custodian shall safely keep and preserve records of the district board and shall have full legal power to render decisions and carry out duties related to those public records maintained by the school district. The legal custodian may deny access to records only in accordance with the law (the legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.)</p> <p>Public records may be inspected, released, or reproduced at any time during established district office hours. The district board may establish fees in accordance with the law. A list of such fees shall be displayed at designated locations within the Lakeshore Technical College campus and procedures shall be developed to implement this policy.</p>		
<p align="center">Reason for Policy</p> <p>All records of the district board except those containing confidential information pertaining to students and personnel are considered public information.</p>		
<p align="center">Historical Data, Cross References and Legal Review</p> <p>Created/Adopted: Date of Manual Adoption 1979 Reviewed/Revised: 12/16/82; 6/15/89; 10/91; 5/19/93; 9/20/97; 10/10/98; 7/01/02; 3/19/13; 8/25/17 Legal Reference: Wisconsin Statutes 19.21 - 19.39 Cross Reference: Board Meetings of the District, Personnel Records, Student Records</p> <p>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</p>		
<p align="center">Definitions</p>		