



School District of Milton

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Public Records Request Policy and Associated Location Fees

EFFECTIVE APRIL 8, 2019

The School District of Milton recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. Board Policy 8310 outlines District policy as it pertains to open records and open records requests.

Any person may make an oral or written request for any public records of the District. The person may inspect or receive copies of the public record requested. The District will respond as soon as practicable and without delay. The District will either provide the requested documents, subject to any redactions, or inform the requester of the District's decision to deny the request.

Some records may be exempted from disclosure as a matter of statute or common law or, under the balancing test, the public interest in disclosure may be outweighed by the public interest in non-disclosure.

The District will comply with the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice. (See Board Policy 5111 - Eligibility of Resident/Nonresident Students, Board Policy 8320 - Personnel Records and Board Policy 8330 - Student Records.)

The District may impose a fee upon the requester of a copy of a record of \$0.25 per page, which represents the actual, necessary, and direct cost of reproduction of the record. In addition, the District may impose a fee upon a requester for the actual time spent by District employees in locating a record, if the allocated time is greater than 1 hour and/or the applicable employee's hourly rate for salary and benefits to locate records is greater than \$50.00.

Under those circumstances, the District may require prepayment of fees if the total amount for copying records and/or employee costs exceed \$5.00. If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment. Location of records will commence once the District has received full payment from the requester.

The District may also charge the requester for any equipment required to fill the request (such as videotapes, computer disks, etc.) The District may impose a fee upon a requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

Records Retention Schedule

The District has adopted the Wisconsin Department of Public Instruction's guidelines on school district record retention.

It may be accessed at the following web address:

<https://publicrecordsboard.wi.gov/Documents/DPI%20GS-APPROVED%20June%202015%20v8.1.pdf>