

## **Palmyra-Eagle Area School District**

### **OPEN RECORDS NOTICE**

The School Board of the Palmyra-Eagle Area School District had directed that this Notice be prominently displayed in the District's school buildings and offices so that it can be viewed and inspected by any member of the public. In addition, individual copies of this Notice and the District's Open Records administrative guidelines (AG 8310A) will be made available to any person who requests a copy from the District Records Officer.

#### **District Records Officer**

The District has designated the District Administrator as the District Records Officer ("DRO"). The DRO is the legal custodian of the records of the District. Requests for public records should be directed to the DRO. Questions regarding AG 8310A and this Notice should be directed to the DRO. The DRO can be contacted as follows: 262-495-7101, extension 2601.

#### **Requests for Public Records**

Public records of the District will be made available for inspection at the above office during normal, regular business hours upon request. No original public records of the District shall be removed from the possession of the DRO. The DRO shall be responsible for designating where, when and how the public records of the District may be inspected and copied as provided in AG 8310A.

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

Any requests for a public record must reasonably describe the record or information sought. If the DRO cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated.

#### **General Procedures for Release, Inspection and/or Reproduction of Public Records**

The DRO will respond to a public records request as soon as practicable and without delay. If a request is denied, it will be denied in writing and contain a written statement of the reasons for denying the request. The denial must also notify the requester of his/her right to have the determination reviewed by mandamus or upon application to the attorney general or a district attorney.

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

If the DRO determines that portions of any records requested contain information that should not be released, the DRO will edit such records to remove the material not to be released and thereafter release the balance of the document.

The DRO will refer any requests for computer records of the District 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 machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs and makes payment in advance if the cost exceeds \$50.00.

#### **Time and Location to Review Records**

Public records may be inspected, copies and/or abstracted at the Palmyra-Eagle Area School District, District Administrator's office, during the following established District office hours 7:30 am to 3:30 pm.

#### **Fees and Costs**

Individuals may receive a reproduction of a public record of the District. Individuals will be informed in advance of the fees and costs of locating and reproducing public records. Fees and costs for responding to a public record request shall be as follows:

A. **Costs of Locating Documents**

There will be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed \$50.00.

Some of the records of the District are in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason, and where it appears that the costs of locating a record will exceed \$50.00, the legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The District will determine the costs of locating a record by using the hourly rate of employees involved in attempting to locate the record.

B. **Reproduction Fees and Costs**

1. Costs of reproducing records where equipment is available:

- a. The per page costs for reproduction will be \$0.15 per page.
- b. The actual costs to the District or the tapes or other medium used for reproduction shall also be paid by the person making the request.
- c. When copy reproduction is estimated to require at least eight (8) hours of staff time, or whenever the records require transcription, the District will charge the requester for the cost of staff time. The DRO shall determine this charge based upon the employee's salary and fringe benefits. The requester shall be charged for each quarter hour of time or portion thereof.

2. Costs of reproducing records where equipment is not available within the District:

- a. If equipment necessary for any reproduction is not available within the District, then the District will rent whatever equipment is necessary to perform the function and will require the person to make payment in advance before proceeding.
- b. The actual cost to the District of the equipment used for reproduction shall be paid by the person making the request.

C. **Disputes**

The DRO shall report any disputes that arise under this fee schedule to the Board.

D. **Payment of Fees and Costs**

The DRO may acquire the payment of costs provided herein in advance if the cost exceeds \$50.00. The DRO may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

E. **Local Public Officials**

The District's local public officials for purposes of public records requests are as follows:

District Administrator  
School Board Officers and Members  
Building Principals and Associate Principals  
Director of Special Education, Pupil and Learning Services  
District Comptroller/Business Manager