



Wrightstown Community School District Public Records Request Procedures and Guidelines

In accordance with the Family Educational Rights and Privacy Act (FERPA) and Wisconsin Statutes (sec. 19.31), the Wrightstown Community School District (WCSD) will process, produce and respond to public records requests during its operational hours of 7:30 a.m. until 4:00 p.m., Monday through Friday, (excluding District and legal holidays set forth on the current WCSD calendar and no hours on Fridays from the second Friday of June through the second Friday of August).

To ensure efficient processing of the public records request, the District may require that the public records request be made in writing and submitted to the proper Records Custodian at: saari@wrightstown.k12.wi.us.

The District will apply the following procedures and guidelines to all public records requests:

1. Any and all public records requests shall be for those records created and maintained by the District. Please note: The District has no duty to create a public record that does not already exist at the time the request is received.
2. Any and all public records requests shall be specific enough for the District and/or its Records Custodian to efficiently identify and locate the record and with a goal of responding to the public records request within fifteen (15) business days from the date the request is received and/or without delay (excluding District and legal holidays set forth on the current WCSD calendar). If a request is too broad, the Records Custodian will respond asking the requestor to be more specific.
3. If the requested public record is not readily available at the time of the person's request (e.g. currently in use or in storage), the District will promptly notify the requester of that fact and will then make the record available within a reasonable time and without delay of the original request.
4. For any and all public records requests requiring significant time, the District will only transmit the record when the custodian receives payment for all costs associated with the request and for all other fees lawfully allowed. Upon receipt of payment, transmission will occur as soon as practicable and without delay.
5. If the District does not have the capacity to copy the requested record, inspection of any public record shall take place in an area designated by the District's Records Custodian and District employees may be assigned to monitor any inspection of public records. The District reserves the right to refuse inspection of the public records if and when the inspection becomes disruptive to District operations providing a reasonable time for such review.



6. If a District response to a records request includes access to an electronic file that the District owns, access will only be granted to the individual's email address who made the record request.
7. The District may adopt additional protocols and procedures to govern the processing of public records requests, including the copying, transmission, and inspection of its records to prevent unnecessary interference with District operations.

The District may charge the actual, necessary and direct cost of location, sorting, reproduction, transmission and/or transcription of any and all requested records. The District requires prepayment of fees prior to processing public records requests, if and when, the total fees exceed \$50.

Fee Schedule

Service	Fee
Location Fees	Location fees are only imposed if the costs are \$50 or more. "Location" includes searching for and identifying responsive records, including computer/email searches. Cost of staff time. Staff time will be billed at the pay rate of the Director of Technology. In rare instances, more specialized skills may be necessary to conduct a search and a higher rate may be assessed.
Sorting Fee	Sorting fees are for organizing relevant records within a large volume of data, essentially covering the "sorting" process needed to fulfill the request



Redaction	Redaction of confidential information.	No charge.
Electronic Copies	Paper to Digital	Fee waived. In rare instances, specialized skills, equipment or technology may result in additional costs.
Transmission Fees	If records are provided in ways other than U.S. mail.	No transmission fee will be charged for transmission via electronic mail. All other transmission fees are the actual costs of the medium.
Hard Copies	If hard copies are desired, there is a per page charge.	<p>The first five pages at no charge, beyond the fifth page:</p> <ul style="list-style-type: none"> • \$0.20 per page (black and white) • \$0.40 per page (color) <p>Please note: specialized skills, equipment or technology may result in additional copy costs.</p>
Mailing Costs	Charged at the actual rate.	Actual cost.

The above fee schedule is adopted and modeled after the Wisconsin Department of Justice's public records fee schedule. The pricing and costs are based on the Wisconsin Office of Attorney General's Public Records Law Compliance Guide (May 2024)