

Public Records

Responsible Administrator: President

All Southwest Tech records shall be preserved in accordance with provisions of appropriate *Wisconsin Statutes*.

The release of public records and cost or fees thereof will be in accordance with *Wisconsin Statutes, Chapter 19, Subchapter II, Public Records and Property*.

Any requestor has a right to inspect records that are considered to be in the interest of the public, except as provided by law. The legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the determination to deny the request in whole or in part and the reasons thereof.

The President of the College is the official legal custodian of the district records. All requests for the release, inspection, and/or reproduction/duplication of public records of the district shall be directed or referred to the Office of the President. **Records are defined as having relation to the functioning of the college.** Specific exceptions do apply. No original public records of the College shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when and how the public records of the College may be inspected and copied.

With district records, access to student records is handled by the Student Services Director and is further limited by application of the Family Education Rights and Privacy Act.

A fee may be imposed for the location, reproduction and/or delivery of records. The fee may not exceed the actual, necessary and direct cost of location, reproduction or delivery of said record(s). Unless the cost of locating, reproducing or delivery of a record exceeds \$5 there will be no fee imposed.

An official notice to the public which describes the organization and defines procedures whereby the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records and the costs for records shall be posted throughout campus and at any leased facilities. A copy of this notice is attached to this policy and available from the Office of the President.

Approval Date: 3/9/10

Revision Date: *Click here to enter a date.*

OFFICIAL NOTICE
RELEASE OF AND ACCESS TO PUBLIC RECORDS

Southwest Tech is a public institution with the specific purpose of providing technical education. Governance of the college is provided by a District Board of Directors, the Wisconsin Technical College System Board, and Wisconsin Statutes as defined under *Wisconsin Statutes, Chapter 38*, in addition to constitutions and laws of the United States of America.

The public has a right to access official public records of the college except as otherwise provided by law. **Records are defined as having relation to the functioning of the college.** All requests must be in writing for the release, inspection, and/or reproduction/duplication of public records and shall be directed or referred to the Office of the President. Regular office hours are Monday through Friday, 8 a.m. to 4:30 p.m. with the exception of holidays and/or pre-scheduled closings.

Upon the receipt of a request for access to the public records of the College, the official legal custodian will attempt to make such records available as soon as practicable. If a request is to be denied either in whole or in part, the requestor shall promptly receive from the official legal custodian a written statement of the reasons for the denial. If a public record cannot be made available at the time the request is made, the official legal custodian will inform the requester when the record can be made available.

Any request for a record must reasonably describe the record or information sought. If the official legal custodian 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.

A fee may be imposed for the location, reproduction and/or delivery of records. The fee may not exceed the actual, necessary and direct cost of location, reproduction or delivery of said record(s). Unless the cost of locating, reproducing or delivery of a record exceeds \$5 there will be no fee imposed.

A copy of this notice may be obtained from the Office of the President, 1800 Bronson Boulevard, Fennimore, WI 53809.