

NOTICE

School District of Horicon Public Records Notice

The School District of Horicon has designated a Custodian of Public Records in order to meet its obligations under State public records laws (Wis. Stat. §§ 19.31 - 19.39). Members of the public may obtain access to the School District of Horicon's public records, or obtain copies of these records, by making a request to the Custodian of Public Records during the School District of Horicon's District Office hours which are generally Monday through Friday, 7:30 a.m. to 4:00 p.m. Such requests should be made to:

School District of Horicon - District Office
District Records Custodian: Superintendent Richard Appel
841 Gray Street
Horicon, WI 53032
rappel@horicon.k12.wi.us

Per the School District of Horicon Policy 8310 (Public Records), the District may impose a fee upon the requester of a black and white copy of a record of \$.02 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 cost is \$50.00 or more. In calculating location costs, the District will use the applicable employee's hourly rate for salary and benefits.

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.

The District may require prepayment of fees if the total amount exceeds \$5.00. If payment is required, the District will calculate in 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.

The District has identified the following as Local Public Office Holder Positions:

- a. District Administrator/Superintendent of Schools
- b. District Comptroller
- c. District Director of Special Education/Student Learning
- d. Elementary, Middle, and High School Principals
- e. All School Board Members