

POLICY TITLE Public Records Policy

CATEGORY Talent and Culture

POLICY OWNER POSITION TITLE Vice President of Talent and Culture

SCOPE

Northeast Wisconsin Technical College is a vocational, technical, and adult education district created and established pursuant to Chapter 38, Wisconsin Statutes. The College is subject to the requirements of the Wisconsin Public Records and Property Law (Sec. ~~19.32~~ 19.39 Wis. Stats.). For purposes of the law, the following positions are public officials: President, Vice President of Business & Technology, and Dean of Regional Learning Services. The College recognizes that a part of the duties of designated employees of the College should be the responsibility to provide access to information concerning the public records of the College.

POLICY

1. DESIGNATION OF PUBLIC RECORDS

The College recognizes and designates public records as defined by Section 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.

2. DESIGNATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS COLLEGE

The College designates the positions of President; Vice President, Talent and Culture; and Vice President, Student Services as the official legal custodians of the public records of the College. It shall be the responsibility of the individuals in these positions to execute all duties and responsibilities of the College pursuant to Wisconsin's Public Records and Property Law.

As the official legal custodian of the public records of the College, the individuals in these positions shall be responsible for timely response to any request for access to the public records of the College. The custodian shall be responsible for ~~the~~ release of the public records of the College, the conditions under which public records may be inspected and the collection of costs for the location or reproduction of public records.

All employees of the College will be informed in writing of the positions that have been designated the official legal custodians of the public records of the College. The employees shall be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this policy.

3. POWERS OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS OF THE COLLEGE

All requests for the release, inspection and/or reproduction of the public records of the College shall be directed or referred to the College's official legal custodian.

The official legal custodian is vested with authority to make all necessary decisions relative to the release, inspection and reproduction of public records and is granted authority necessary to carry out all duties and responsibilities required by the Wisconsin Public Records and Property Law (Sec. ~~19.139~~, Wis. Stats.).

4. PROCEDURE FOR THE RELEASE, INSPECTION AND REPRODUCTION OF PUBLIC RECORDS OF THE COLLEGE

The College adopts the following notice as the official procedure of the College in

7. INDEMNIFICATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE PUBLIC RECORDS OF THE COLLEGE

ATTACHMENT 1

PUBLIC RECORDS RELEASE POLICY OFFICIAL NOTICE

This Notice has been adopted by Northeast Wisconsin Technical College pursuant to Chapter 38, Wis. Stats.

Northeast Wisconsin Technical College has directed that this Notice be placed in prominent and conspicuous locations throughout the College so that the Notice can be viewed and inspected by any member of the public. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the public records of the College.

The College is subject to the Wisconsin Public Records Law. The following information is provided to the public to assist them in obtaining access to the public records of the College.

PUBLIC RECORDS RELEASE POLICY