

**RECORD POLICY**

The School Board of the Granton Area School District shall allow persons to have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator and Principal are designated as the legal custodians of records for any school district authority. The legal custodian shall safely keep and preserve records of the Granton Area School District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the district office.

Adopted: December 11, 1979  
Revised: January 11, 1983, June 9, 2014

Legal  
References: Subchapter II of Chapter 19 Wisconsin Statutes Section 120.13 (28)