

SCHOOL DISTRICT OF JOHNSON CREEK BOARD OF EDUCATION POLICY	POLICY: 280
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Legal Custodian of Records

Section 19.33(1) of the Statutes requires each "authority" under the public records law to provide the name of the legal custodian and a description of the nature of his or her duties under the public records and property law to all employees of the authority entrusted with records subject to the legal custodian's supervision.

The district administrator has been designated as the legal custodian of records for the School District of Johnson Creek.

The legal custodian is vested by the Board of Education with full legal power to render decisions and carry out the duties of the Board of Education under the public records and property law. Requests for access to records shall be referred to the legal custodian. The legal custodian will determine whether a record of the Board of Education, School District of Johnson Creek must be made available for inspection and/or copying by a requestor, or whether the request may be denied.

Adopted: 3/11/98
Reviewed: 2/12/03
Reviewed: 7/16/07
Reviewed: 2/8/16
Reviewed: 3/25/21