



## Open Records Law Notification

In accordance with Wis. Stat. §19.34(1) and School Board Policy 8310, the Manitowoc Public School District is required to adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian from whom, and the methods 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 thereof. This statute also requires the District to separately identify each position in the District that constitutes a local public office.

Notice is hereby provided of the following information required by the Wisconsin Open Records Law:

**Description of the District:** The Manitowoc Public School District is a Wisconsin public school district providing instruction to students in grades preK-12. The District is comprised of (1) high school, (1) charter school, (2) middle schools, (6) elementary schools. The MPSD is governed by a school board made up of (7) members.

**Records Custodian:** Superintendent of Schools Mark Holzman

**Means of requesting records:** All requests to inspect or copy records shall be made to the records custodian and may be made orally or in writing. Upon location of the records, they will be available for inspection and copying during regular business hours of the MPSD District Office, which are Monday through Friday from 7:30 a.m. to 4:00 p.m., except for holidays and other such exceptions according to the school calendar.

**Cost of obtaining records:** The District may charge the requestor a fee for the actual, necessary and direct cost of reproduction and transcription of records and in some instances, there may be additional fees for the location of records and postage.

**Local public offices list:** The MPSD has deemed the following positions as “local public offices” as defined by Wis. Stat §19.32:

- Building Principals
- Director of Buildings and Grounds
- Director of Business Services
- Director of Curriculum and Instruction
- Director of Human Resources
- Director of Pupil Services

- Director of Teaching, Learning and Assessment
- School Board Members
- Superintendent of Schools

### **Interactive Media Policy for Open Records Preservation and Production**

To the extent feasible, the Manitowoc Public School District preserves online content. All online/interactive media (websites, social media, etc) may not be preserved in all forms.

The District recommends utilizing tools such as the [Internet Archive Wayback Machine](#) for previous versions of MPSD websites.

Anyone can access both school and District Facebook and Twitter accounts at any time, at no charge. Currently both Facebook and Twitter allow access to all public posts since the creation of the specific account.

The District cannot control third-party comments, deletions or edits.