

School District of Shell Lake Public Record Notice

The School District of Shell Lake has designed the Superintendent as the legal custodian of public records to meet its obligations under State public records laws (Wisconsin State Statutes 19.31-19.39). Members of the public may obtain access to the School District of Shell Lake public records, or obtain copies of these records, by making a request to the Superintendent during regular business hours of Monday through Friday, 8:00 am to 4:00 pm. Such request should be made to:

School District of Shell Lake
Superintendent of Schools
271 Highway 63
Shell Lake, WI 54871
baltsl@shelllake.k12.wi.us

The District may impose a fee upon the requester of a copy of a records of \$0.10 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.

The District may also charge the requester for any equipment required to fill the request. The may impose a fee upon the requester for the actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.