

The Blackhawk Technical College District Board is considered an authority for the purposes of the Wisconsin Public Records and Property Law. (Sec. 19.31-19.39, Stats.)

It is the declared public policy of this State that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

Providing persons with such information is declared to be an essential function of representative government and an integral part of routine duties of officers and employees whose responsibility is to provide such information.

The Blackhawk Technical College District Board reaffirms the public policy that all of the records of the Blackhawk Technical College District as defined in Section 19.32(2), Stats., are public records subject to release, inspection and reproduction except as otherwise provided for by law.

The Board designates the President/District Director as the legal custodian of the records of the Blackhawk District. The President/District Director may designate duties and responsibilities of this District pursuant to the Wisconsin Public Records Law to deputy legal custodians. The following deputies are authorized by the President/District Director to act as legal custodians:

- Executive Dean of Student Services (student records)
- Vice President of Administrative Services (financial records)
- Assistant to the President/District Director (all other public records)

It is directed that all employees of the Blackhawk Technical College District be informed of the legal custodian's duties, the requirements of the Wisconsin Public Records and Property Law, and the provisions of this policy.

All requests for the inspection, release and/or reproduction of the public records of the District shall be directed or referred to the legal custodian. The legal custodian is vested with full legal power to make decisions concerning the inspection, release or reproduction of records as permitted under Wisconsin's Public Records and Property Law. The legal custodian and/or his/her deputies is authorized to consult with the District's legal counsel in making a determination pertaining to a request for release of a record.

Any costs or fees incurred by the District in the conduct and implementation of this policy shall be indemnified by the District and will not be treated as a personal liability of the custodian, unless penalties are incurred on account of the legal custodian or deputy's act or omission which is willful and in bad faith.

Administrative Regulation K-210 shall serve as the Official Notice of the procedure for the inspection, release or reproduction of records and property of the District, and constitutes the official position of the Blackhawk Technical College District Board regarding the inspection, release and reproduction of records and property of this District, and the fees that may be charged for location and reproduction of such records and property. The Official Notice shall be prominently displayed in appropriate locations on the District premises and made available on request to any member of the public upon demand.

All records of the District shall be preserved in accordance with Section 16.61, Stats., concerning the preservation and destruction of records.

All Blackhawk Technical College records, public or not, will be retained and disposed of in accordance with provisions of applicable federal and state statutes and College Administrative Regulations and may be subject to a litigation hold on disposal of such records.

References: Wisconsin Statutes 19.31-19.39
Operational Policy J-920 – Student Records – Privacy

Board Policy Adopted: December 15, 1982
Revised: July 8, 2002; January 18, 2006; April 16, 2008; October 27, 2010
January 18, 2017