



**McFarland Spartans**  
www.mcfarland.k12.wi.us

# McFarland School District

5101 Farwell Street • McFarland, WI 53558-9216 • (608) 838-3169

District Administrator: Aaron Tarnutzer

## Public Records Requests

In accordance with Wisconsin Statutes (sec. 19.31) and [McFarland School Board Policy 8310 Public Records 167.3](#) the McFarland School District (“District”) recognizes its responsibility to maintain the public records of this District and to make such records available for inspection and reproduction. will process, produce, and respond to public records requests during business operational hours. The District will apply the following procedures and guidelines to all public records request:

1. **Requests:** Any person may make a request for any public records of the District. Any and all public records requests shall be for those records created and maintained by the District. Please note: The District has no duty to create a public record that does not already exist at the time the request is received. Public records requests should be directed to the District Administrator or the District Records Custodian, Angela Straub as follows:

Angela Straub  
5101 Farwell Street  
McFarland, Wisconsin 53558  
[strauba@mcfbsd.org](mailto:strauba@mcfbsd.org)  
(608) 838-4550

2. **Response:** The District will respond as soon as practicable and without delay.
3. **Fees:** The District may charge the actual, necessary and direct cost of location, reproduction, transmission and/or transcription of any and all requested records using the fee schedule below. The District requires prepayment of fees prior to processing public records requests, if and when, the total fee exceeds \$5 or location fees exceed \$50.

	Service	Fee
<b>Hard Copies</b>	Includes any paper records provided by: <ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record</li> </ul>	Ten cents (\$0.10) per page, which represents the actual, necessary, and direct cost of reproduction of the record.
<b>Electronic Copies</b>	Includes any electronic records provided by email, PDF, DVD, Flash Drive, other electronic format	
	Paper to digital	Fee waived

**4K-2**  
Conrad Elvehjem Primary School  
6009 Johnson St  
(608) 838-3146

**3-5**  
Waubesa Intermediate School  
5605 Red Oak Trail  
(608) 838-7667

**6-8**  
Indian Mound Middle School  
6330 Exchange St  
(608) 838-8980

**9-12**  
McFarland High School  
5103 Farwell St.  
(608) 838-3166

	Digital to physical	Cost of physical medium (e.g. disk, flash drive)
	Digital to Digital	Fee waived
<b>Location</b>	Includes searching for and identifying responsive records. Note: This does not include time spent redacting documents.	The hourly rate for salary and benefits of the lowest paid employee capable of completing the location task. Fees are imposed if the cost is \$50 or more.
<b>Mailing and Shipping</b>		The actual, necessary, and direct cost of mailing or shipping of any copies which are mailed or shipped to the requester.

**Prepayment:**

The District may require prepayment of fees if the total amount exceeds five dollars (\$5.00). If payment is required, the District will calculate the actual cost and charge the requester. If advance payment is required, the District will either invoice the requester for the difference between the estimate and actual cost or refund any overpayment.