

**MOSINEE SCHOOL DISTRICT
NOTICE TO EMPLOYEES**

Legal Custodian of Records

The Superintendent of Schools has been designated as the legal custodian of records for the Mosinee School District.

The legal custodian is vested by the School Board of the Mosinee School District with full legal power to render decisions and carry out the duties of the Mosinee School District under the Public Records and Property Law. Requests for access to records or release of other information pertaining to the Mosinee School District shall be referred to the legal custodian. The legal custodian will determine whether a record must be made available for inspection and/or copying by a requestor, or whether the request may be denied.