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**Milwaukee Area Technical College**

**ADMINISTRATIVE REGULATION  
AND PROCEDURE**

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Title: REQUESTS BY LAW ENFORCEMENT AUTHORITIES  
OR OTHERS TO VIEW OR REMOVE STUDENT  
RECORDS

Code: CC2000

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Policy Reference: A0109, Public Records; C2000-1, Employee Records

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Any person may request public records of the district. Any person requesting access to the records of the district need not identify himself or herself in order to obtain a record nor state any reasons for the request.

No original public records of the district are to be removed from the possession of the legal custodian. The legal custodian shall be responsible for designating where, when, and how the public records of the district may be inspected and copied. However, the decisions of the official custodian shall be governed by this notice. Any request for a record must reasonably describe the record sought. If the legal custodian cannot reasonably determine what records are being requested, the request shall be denied.

Upon request for any record, the legal custodian shall, as soon as practicable without delay, either fill the request or notify the requestor of the district's determination to deny the request in whole or in part and the reasons therefore. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for denying the written request. If a request is made orally, the district may deny the request orally, unless a demand for a written statement of the reasons for denying the request is made by the requestor within five (5) business days of the oral denial.

If it is determined that portions of a requested record should not be released, the legal custodian shall edit those records and remove the material not to be released and thereafter release the balance of the record.

Student Records

The president has delegated the responsibility for release of all student records to the registrar. Any requests for student records shall be routed to and handled by the registrar.

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Approving Authority:

Kathleen Christensen  
Vice President, Student Services

Date: 1/6/95

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Code: CC2000

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Policy Reference: C2000-1, Employee Records

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No student records may be released by anyone other than the registrar or, in his absence, the vice president of Student Services. The vice president of Student Services can be reached at:

Milwaukee Area Technical College  
700 West State Street  
Milwaukee, WI 53233-1443  
(414) 297-6960

In the vice president of Student Services' absence:

Vice President and General Counsel  
Milwaukee Area Technical College  
700 West State Street  
Milwaukee, WI 53233-1443  
(414) 297-7710

Office of Responsibility: Student Services