



# Wisconsin Public Records Law Training

---

**POSITION TITLE:** Board Member

**EMPLOYEE NAME:** \_\_\_\_\_

The Wisconsin Public Records Law training is attached. The training is designed to help you recognize when you have a public record, understand what is not a public record, understand how to properly retain public records, recognize a public records request and handle the request appropriately, and know where to go for help as a Board Member. The Wisconsin Public Records Law training must be taken by all Board Members. Please take the time to read the attached training carefully and return this signed acknowledgment to the Board Liaison at the Board meeting.

Please sign below acknowledging that you have received the contents of the Wisconsin Public Records Law training and understand the information within.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date