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## **Notice of Public Records Policy Aging & Disability Resource Center of Portage County**

Janet L. Zander, Director  
Bruce Beaman, Administrative Assistant/Records Custodian

### Availability

The Public Records of the Aging & Disability Resource Center (ADRC) shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday at Lincoln Center, 1519 Water Street, Stevens Point, WI 54481. It shall be the policy of the ADRC to respond to any records request within 48 business hours, except for good cause for delay. The ADRC may require prepayment of costs prior to the production of records. Requests shall be made to and coordinated by Bruce Beaman, Administrative Assistant as records custodian.

### Cost of Records

Photocopies: \$0.25/page

Maps or other large documents: \$3.00/page

Shipping charges will be actual costs, e.g. cost of mailing

Records which, in the review of the ADRC, will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The ADRC will charge the reasonable labor costs in such circumstances.

### Records Available

Include Commission on Aging/ADRC Board meeting minutes, program reports, agency policies, Annual Report, correspondence, financial records, etc.

This policy is issued and authorized by the ADRC and approved by the Commission on Aging/Aging & Disability Resource Center Board on the 9<sup>th</sup> day of June 2009 in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. This policy shall be available to the public, filed with the County Clerk's office and posted with other ADRC documents.