

Public Safety  
Emergency Management Committee

Sandra A. Curtis C.E.M.  
Emergency Management Director

Kate Garsombke  
Information Technician



# PORTAGE COUNTY

## Emergency Management - 911 Office

TELEPHONE (715) 346-1398 • FAX (715) 343-6232  
LAW ENFORCEMENT CENTER

1500 STRONGS AVENUE  
STEVENS POINT, WI 54481

### PUBLIC RECORDS POLICY PORTAGE COUNTY EMERGENCY MANAGEMENT OFFICE

Sandra Curtis, CEM, Director  
Kate Garsombke, Program Assistant

The public records of Emergency Management shall be available during business hours from 8:00 a.m. to 3:30 p.m. Monday to Friday at the Emergency Management office, 1500 Strongs Avenue, Stevens Point, WI 54481. It shall be the policy of Emergency Management to respond to any records request within 48 business hours, except for good cause of delay. Emergency Management may require prepayment of costs prior to the production of records. Emergency Management may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. Requests shall be made to any of the staff listed above.

#### Cost of Records

- Photocopies - \$.25 per page
- Maps/other large documents - \$3.00 per page
- CD's - \$10 per CD
- Shipping charges will be actual costs
- Records which, in the view of the Emergency Management office will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The Emergency Management Office will charge the reasonable labor costs in such circumstances.

#### Records Available

Include Committee Meeting Minutes, Case Files, correspondence, financial records, etc.

This policy is authorized and approved by the Portage County Clerk in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code.

Dated this 10th day of August, 2009

A handwritten signature in cursive script that reads "Sandra Curtis".

SANDRA CURTIS, CEM  
Portage County Emergency Management Director