



County of Portage Finance Department

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Jennifer Jossie, Finance Director

PUBLIC RECORDS POLICY PORTAGE COUNTY FINANCE COMMITTEE

Finance Director
Assistant Finance Director
Workers Compensation Specialist

The public records of the Finance Department shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. It shall be the policy of the County Finance Department to respond to any records request within 48 business hours, except for good cause for delay. The Finance Office may require prepayment of cost prior to the production of records. The Finance Office may further restrict the use of its equipment for copying purpose by a requestor due to business exigencies. Request shall be made to any of the staff listed above.

Cost of Records

- Photocopies - \$.25 per page
- Maps or other large documents \$3.00 per page
- Shipping charges will be actual costs
- Records which, in the view of the County Finance Department will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The County Finance Department will charge the reasonable labor costs in such circumstances.

Due to the large volume of records under control of the Finance Department Office it is impractical to name each record. If you are interested in a specific record and it is not under our control, we will direct you to the proper office.

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

Dates this 12th day of April, 2004.
Portage County Finance Director