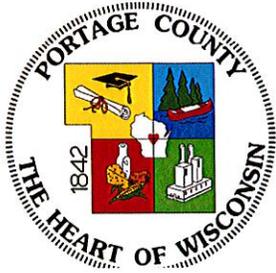


FROM THE OFFICE OF THE  
**PORTAGE COUNTY  
SURVEYOR**

Thomas Trzinski  
Registered Land Surveyor



[www.co.portage.wi.us](http://www.co.portage.wi.us)

**THOMAS TRZINSKI**

County Surveyor  
1516 Church Street  
Stevens Point WI 54481

☎ 715/346-1343

Fax Number 715/345-5361

✉ Email [surveyor@co.portage.wi.us](mailto:surveyor@co.portage.wi.us)



**NOTICE OF PUBLIC RECORDS POLICY  
PORTAGE COUNTY SURVEYOR**

**Availability**

The public records of the Portage County Surveyor shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. The office is located in the Register of Deeds/Land Description Office at the County Court House, 1516 Church Street, Stevens Point, WI 54481. The County Surveyor's position is part-time; therefore the Register of Deeds/Land Description staff is cross trained to assist with requests. All requests shall be completed within 48 business hours, except for good cause for delay. This office may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. The County Surveyor is available in the office on Fridays from 9:00 a.m. – Noon. Any public person in need of a face to face meeting with the County Surveyor is encouraged to schedule an appointment ahead of time due to the possibility of over lapping meetings.

**Cost of Records**

See cost sheet attached  
Private surveyors utilizing the county surveyor's records are asked to submit copies of their work for preservation and future use by the public.

**Records Available**

Included but not limited to: Portage County tie sheets, section summaries, horizontal control, bench marks, GPS coordinates, plats of surveys and county surveyor notes.

This policy is authorized and approved by the Portage County Surveyor in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Coda, a copy of which is attached.

Dated this 13<sup>th</sup> day of October, 2017.

A handwritten signature in cursive script, appearing to read 'Thomas Trzinski'.

Thomas Trzinski  
Portage County Surveyor

### **3.3 ACCESS TO PUBLIC RECORDS**

#### **3.3.1 DEFINITIONS**

**(A)** "Authority" means any of the following having custody of a record: an office, elected official, agency, board, commission, committee, council, department or public body corporate and politic created by constitution, law, ordinance, rule or order; or a formally constituted subunit of the foregoing. **(B)** "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. "Record" includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts. "Record" does not include drafts, notes, preliminary computations and like materials prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

#### **3.3.2 LEGAL CUSTODIANS**

**(A)** An elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of his or her staff to act as the legal custodian. **(B)** Unless otherwise prohibited by law, the county clerk or the clerk's designee shall act as legal custodian for the county board and for any committees, commissions, boards, or authorities created by ordinance or resolution of the county board. **(C)** For every authority not specified in subsection (A) or (B), the authority's chief administrative officer is the legal custodian for the authority, but the officer may designate an employee of his or her staff to act as the legal custodian. **(D)** Each legal custodian shall name a person to act as legal custodian in his or her absence or the absence of his or her designate. This section does not apply to members of the county board. **(E)** The designation of a legal custodian does not affect the powers and duties of an authority under this subchapter.

#### **3.3.3 PROCEDURAL INFORMATION**

Pursuant to section 19.34, Wisconsin State Statutes, and the guidelines therein listed, each authority shall adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which the legal custodian from whom and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. Each authority shall also prominently display at its offices, for the guidance of the public, a copy of sections 19.31 to 19.39, Wisconsin State Statutes. This section does not apply to members of the county board.

### **3.3.4 ACCESS TO RECORDS; FEES**

**(A)** The rights of any person who requests inspection or copies of a record are governed by the provisions and guidelines of section 19.35(1), Wisconsin State Statutes. **(B)** Each authority shall provide any person who is authorized to inspect or copy a record which appears in requests permission to photograph a record the form of which does not permit copying pursuant to section 19.35 (1)(f), Wisconsin Statutes, with facilities comparable to those used by its employees to inspect, copy, and abstract the record during established office hours. An authority is not required by this subsection to purchase or lease photocopying, duplicating, photographic, or other equipment or to provide a separate room for the inspection, copying or abstracting of records. **(C)** (1) Each authority shall impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, including labor costs, unless a fee is otherwise specifically established or authorized to be established by law. (2) Each authority shall impose a fee upon the requester of a copy of a record for the actual, necessary and direct cost of photocopying and photographic processing, including labor costs, if the authority provides a photograph or a record, the form of which does not permit copying. (3) Except as otherwise provided by law or as authorized to be prescribed by law, an authority shall impose a fee upon the requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is fifty (\$50.00) dollars or more. (4) Each authority shall impose a fee upon a requester for the actual, necessary and direct cost of mailing or shipping of any copy or photograph of a record which is mailed or shipped to the requestor. (5) An authority may provide copies or a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest. (6) Each authority shall require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds five (\$5.00) dollars. (7) Fees for determination of joint tenancy shall be as follows: (1) recording certificates by the Register of Deeds under provisions of sec. 867.045, Wisconsin State Statutes, ten (\$10.00) dollars, (2) preparing and mailing documents by the Register of Deeds under the provisions of Sec. 867.045, Wisconsin State Statutes, fifteen (\$15.00) dollars. **(D)** Each authority in acting upon a request for any record shall respond within the times and according to the procedures set out in section 19.35(4), Wisconsin State Statutes. **(E)** County Board Supervisors shall be provided copies of documents necessary for legislative oversight activities at no cost. These are frequently provided and mailed with committee and county board agendas. Any issues of conflict that may arise between a custodian of the records and a county board supervisor under this paragraph will be referred to the County Board Chairman for resolution, with reference to the advice of the Corporation Counsel for legal questions.

### **3.3.5 SEPARATION OF INFORMATION**

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that may be made public and delete the information that may not be made public from the record before release. Each authority shall consult with the Corporation Counsel before releasing any information under this section.

## Surveyor Fee Schedule

**FAX FEES -** In County \$1/ Out of County \$3/ Out of State \$5

**COLOR COPIES FROM SURVEYOR'S FILES** (EXCEPT recorded documents) - **.75¢ each**

**TIE SHEETS, SECT SUMMARIES, PLAT OF SURVEYS** (EXCEPT engineering size) - **.25¢ each**

**ANY RECORDED DOC'S** (i.e. plats, csm's, deeds, TPP maps & EXCEPT engineering size):

**PER DOC STATUTORY FEE - \$2 for the 1<sup>st</sup> page & \$1/each additional page**

**MAPS-** (assessment, gas tax, unrecorded highway, working copy csm's EXCEPT engineering size)

**\$1 each**

**\$5/page**

**ALL B&W ENGINEERING COPIES -**

**\$10/ page**

**.25¢ each**

**ALL COLOR ENGINEERING COPIES -**

**PRINT SCREENS - AS400**

**PLEASE CHECK OUT WITH OFFICE STAFF PRIOR TO LEAVING**

**ANY QUESTIONS – PLEASE ASK**

**THANK YOU FOR YOUR COOPERATION**