



Portage County Treasurer

Pamela R. Przybelski, Interim Treasurer
1516 Church Street
Stevens Point, WI 54481
Phone: 715-346-1348 Fax: 715-346-1934
www.co.portage.wi.us

PUBLIC RECORDS POLICY
PORTAGE COUNTY TREASURER DEPARTMENT

Pamela R. Przybelski, Interim Treasurer
Records Custodian

Availability

The public records of the Treasurer Department shall be available during the business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday. It shall be the policy of the County Treasurer Department to respond to any records request within ten (10) business days, except for good cause for delay. The Treasurer Department may require prepayment of cost prior to the production of records. The Treasurer Department may further restrict the use of its equipment for copying purpose by a requestor due to business exigencies. Request shall be made to the staff listed above.

Cost of Records

- Photocopies and produced documents - \$.25 per page
- Receipts available by request at no charge by parcel owner.
- Shipping charges - actual costs
- Records which, in the view of the Treasurer Department will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The Treasurer Department will charge the reasonable labor costs in such circumstances.
- Microfilm Letter - \$10.00 for each parcel per year
- Delinquent tax report - \$50 flat fee for electronic copy

Records Available

Generally records relating to County Treasurer matters, including but not limited to, tax bills, payment records, mill rates, lottery credits, first dollar credits, financial records, etc. Due to the large volume of records under control of the Treasurer Department 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 issued and authorized by the Portage County Treasurer and approved by the Portage County Finance Committee in accordance with Wisconsin's Open Records Law and Chapter 3.3 - Access to Public Records of the Portage County Code of Ordinances. This policy shall be available to the public, filed with the Corporation Counsel, and posted in the Portage County Treasurer Department

Dated this 3rd day of December, 2018

A handwritten signature in cursive script that reads "Pamela R. Przybelski".

Pamela R. Przybelski
Portage County Interim Treasurer