

Notice of Public Records Policy
Portage County Child Support Agency

Availability:

The Portage County Child Support Agency office hours are 7:30 a.m. to 4:30 p.m. Monday through Friday and is located at the Courthouse at 1516 Church Street, Stevens Point, WI 54481. Requests for records shall be made to the Director of the agency. The Director shall respond to any records request within 48 business hours, except for good cause for delay.

There is no cost assessed for request for records if they are requested by a IV-D case participant.

There is no cost assessed for request for records that are picked up by the requesting party.

Records Available to Public:

Include Meeting Minutes, budget, financial records and Child Support Administration Manuals.

All IV-D participant records are confidential and are only available to the participant.

Except as provided under ss 49.25 and 49.32 (9),(10), and (10m), no person may use or disclose information concerning applicants and recipients of relief funded by a relief block grant, aid to families with dependent children, Wisconsin Works under ss.49.141 to 49.161, social services, child and spousal support and establishment of paternity and medical support liability services under s.49.22, or supplemental payments under 49.77 for any purpose not connected with the administration of the programs, except that the department of children and families may disclose such information to the department of revenue for the sole purpose of administering state taxes. Any person violating this section may be fined not less than \$25 no more than \$500 or imprisoned in the county jail not less than 10 days nor more than one year or both.

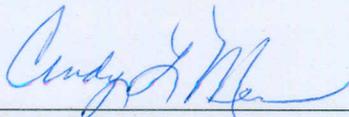
Record Retention

Under federal regulations the Child Support Agency must retain the record of a IV-D case for at least three federal fiscal years after it is closed. Records supporting child support administrative cost claims must be retained for three years after the county submits its last expenditure report for the period. In Wisconsin, the final close-out claim for county expenditures for a calendar year is March 31 of each year.

If any legal action was taken by the Child Support Agency, a closed record must be kept on file for at least six (6) years after the date of closing. Wisconsin statute of limitations for filing a claim of malpractice against an attorney is six (6) years.

This policy is issued and authorized by the Child Support Director, Corporation Counsel, and approved by the Judicial General Government Committee of the Portage County Board on the 8th day of March 2010, in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. The policy shall be available to the public, filed with the Portage County Corporation Counsel's office and posted with other Office documents.

Dated: March 8, 2010.



Cindy L Mews
Director