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## Notice of Public Records Policy Portage County Corporation Counsel

Mr. Michael J. McKenna, Corporation Counsel  
Ms. Marilyn Hutkowski, Records Custodian

### Availability

The Public Records of the Corporation Counsel shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday to Friday at the courthouse office, 1516 Church St., Steven Point WI 54481. It shall be the policy of the Corporation Counsel to respond to any records request within 48 business hours, except for good cause for delay. The office may require pre-payment of costs prior to the production of records. Office may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. Requests shall be made to and coordinated by Ms. Hutkowski as records custodian as applicable.

### Cost of Records

Photocopies \$.25 per page  
Maps other large documents \$3.00 per page  
Shipping charges will be actual costs, e.g. costs of mailing

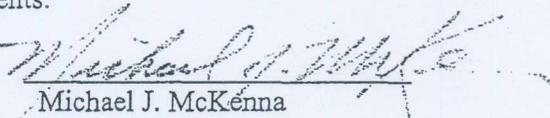
Records which, in the review of the Office will require more than \$50 in total labor and material costs will require pre-payment of a reasonable estimate of such costs. The office will require pre-payment of the reasonable labor costs in such circumstances.

### Records Available:

Include Committee Meeting Minutes, certain case files, correspondence, financial records etc. However, many if not most of the office records are confidential and cannot be released by law, for example confidential guardianship, mental commitment, child support, and documents reflecting legal review and advice.

This policy is issued and authorized by the Corporation Counsel and approved by Judicial General Government Committee of the Portage County Board on the 5th day of May, 2004 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 County Clerk's office and posted with other Office documents.

Dated: May 4, 2004

  
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Michael J. McKenna  
Corporation Counsel