

Notice of Public Records Policy Portage County Executive

Ms. Patty Dreier, County Executive
Ms. Jami Gebert, Records Custodian

Availability

Office records of the County Executive office shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday through Friday at the County Annex building, 1462 Strongs Avenue, Stevens Point WI 54481. The office shall post any office closure, and duration of closure on the door. It shall be the policy of the County Executive to respond to any 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 or requests. The 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. Gebert.

Cost of copies:

Photocopies (black & white, letter size) \$.25 per page

Maps or other large documents can not be reproduced within the County Executive office.

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 executive orders, reports, correspondence, policies, financial and budget records, etc.

Authority

This policy is issued and authorized by the County Executive 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 Corporation Counsel's office and posted with other office documents.

Dated: 5-24-10



Ms. Patty Dreier
County Executive