



County of Portage

Finance Department

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PUBLIC RECORDS POLICY PORTAGE COUNTY FINANCE DEPARTMENT

Jennifer A. Jossie, Finance Director
Records Custodian

Availability

The public records of the Finance 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 Finance Department to respond to any records request within ten (10) business days, except for good cause for delay. The Finance Department may require prepayment of cost prior to the production of records. The Finance 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 - \$.25 per page
- Maps or other large documents - \$3.00 per page
- Shipping charges - actual costs
- Records which, in the view of the Finance Department will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The Finance Department will charge the reasonable labor costs in such circumstances.

Records Available

Generally records relating to County finance matters, including but not limited to, budget documents, accounting and financial reports, annual and special audits, financial and accounting records, debt service, capital planning, investments, workers compensation, insurances, meeting agendas and minutes, correspondence, financial policies and procedures, etc. Due to the large volume of records under control of the Finance 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 Finance Director 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 Finance Department

Dated this 4th day of April, 2016



Jennifer A. Jossie
Portage County Finance Director

Original April 12, 2004
Revised April 4, 2016