

**Notice of Public Records Policy
Portage County Highway Department**

Mr. Nathan Check, Highway Commissioner
Ms. Stacy Zerby, Records Custodian

Availability

The Public Records of the Highway Department shall be available during business hours from 7:00 a.m. to 3:00 p.m. Monday through Friday (Winter Hours) and 6:00 a.m. to 4:00 p.m. Monday through Thursday (Summer Hours) at the Highway Department, 800 Plover Road, Plover WI 54467. It shall be the policy of the Highway Department 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. Zerby 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, correspondence, maps etc.

This policy is issued and authorized by the Highway Commissioner and approved by the Highway Committee of the Portage County Board on the 12th day of November, 2013, in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code.

Dated: November 12, 2013



Nathan Check, PE
Highway Commissioner