

Portage County Human Resources
1462 Strongs Ave.
Stevens Point, WI 54481
Phone: 715-346-1327 Fax: 715-343-6274

NOTICE OF PUBLIC RECORDS POLICY
PORTAGE COUNTY HUMAN RESOURCES DEPARTMENT

Laura Belanger Tess
Human Resources Director
Records Custodian

Availability

The Public Records of the Portage County Human Resources Department shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday at the Portage County Human Resources Department, 1462 Strongs Avenue, Stevens Point, WI 54481. It shall be the policy of the Portage County Human Resources Department to respond to any records request within two (2) to ten (10) business days, except for good cause for delay. The Portage County Human Resources Department may require prepayment of costs prior to the production of records. The Portage County Human Resources Department 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 Laura Belanger Tess, Human Resources Director as records custodian.

Cost of Records

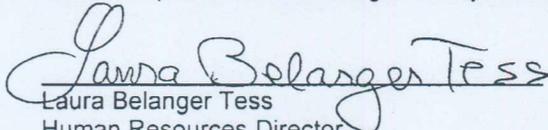
Photocopies: \$0.25/page
Maps or other large documents: \$3.00/page
Shipping charges will be actual costs, e.g. cost of mailing

Records which, in the review of the Portage County Human Resources Department will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The Portage County Human Resources Department will charge the reasonable labor costs in such circumstances.

Records Available

Records relating to County personnel issues, including but not limited to, personnel records, recruitment records, benefit information, labor agreements, meeting minutes, correspondence, etc., subject to the requirements of the Wisconsin Open Records Law.

This policy is issued and authorized by the Portage County Human Resources Department and approved by the Portage County Human Resources Committee on the 15th day of July, 2004, and revised on the 7th day of January, 2010, in accordance with Wisconsin's Open Records Law and Chapter 3.11.3 of the Portage County Code. This policy shall be available to the public, filed with the Corporation Counsel's office and posted in the Portage County Human Resources Department.


Laura Belanger Tess
Human Resources Director
Portage County