

## **Notice of Public Records Policy**

### **Portage County information Technology Department**

#### Availability

The Public Records of the Information Technology Department shall be available during business hours from 7:30 AM until 4:30 PM Monday through Friday. It shall be the policy of the Information Technology to respond to any records requests within 48 business hours, except for good cause for delay. The office will require pre-payment of costs prior to the production of the records.

If the requestor of information opts for a data file the IT department will not do any customized programming to produce the data, such as record selection criteria, or calculations on the data to produce a record that does not currently exist. Data will be given to the requestor in a format agreed upon by the requestor and the IT Department.

#### Cost of Records

.25 per printed page.

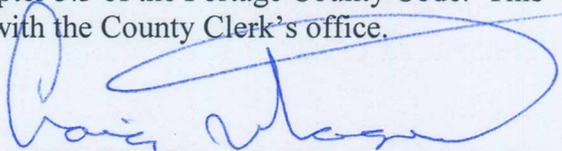
Actual Mailing Costs if applicable.

Data files are charged at a set rate. Currently \$150 for any files pertaining to real estate and taxes.

Any labor costs will be charged at the hourly labor rate, plus benefits, of the person(s) compiling the records.

This policy is issued and authorized by the Information Technology Director and approved by Finance Committee of the Portage County Board on 1/4/2010 in accordance with Wisconsin Open Records Law and Chapter 3.3 of the Portage County Code. This policy shall be available to the public, filed with the County Clerk's office.

Dated December 29<sup>th</sup>, 2009

  
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Craig Flagel  
Information Technology Director