

**NOTICE OF PUBLIC RECORDS POLICY
PORTAGE COUNTY JUSTICE PROGRAMS DEPARTMENT**

Ms. Kate Kipp, Director/Records Custodian

Availability

The public records of the Portage County Justice Programs Department shall be available during normal business hours from 7:30 am to 4:30 pm, Monday through Friday, at the County Annex, 1462 Strongs Avenue, Stevens Point, WI 54481. It shall be the policy of the Justice Programs 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. 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 Kathy King as records custodian as applicable.

Cost of Records

Photocopies: \$.25 per page

Maps and Other Large Documents: \$1 per square foot, plus \$25 per hour for compilation time

Shipping charges will be actual costs; e.g. cost 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 Justice Coalition meeting minutes, certain case files, correspondence, financial records, etc. However, there are some office records that are confidential and cannot be released by law, for example, personal notes on clients, documents reflecting legal review and advice from the County's legal counsel on various issues, drafts of documents and plans prior to public release and/or review, and service contract financial information prior to recording.

This policy is issued and authorized by the Director of Justice Programs, and approved by the Portage County Judicial General Government Committee of the Portage County Board on the 8th day of February 2010 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 County Corporation Counsel Office, and posted with other office documents.

Original Date: March 8, 2010



Kate Kipp
Director