



PUBLIC RECORDS POLICY PORTAGE COUNTY PARKS DEPARTMENT

The public records of the County Parks Department shall be available during business hours from 8:00 a.m. to 4:30 p.m. Monday through Friday. It shall be the policy of the County Parks Department to respond to any records request within 48 business hours, except for good cause for delay. The County Parks Department may further restrict the use of its equipment for copying purposes by a requestor due to business exigencies. Request shall be made to any of the staff listed above.

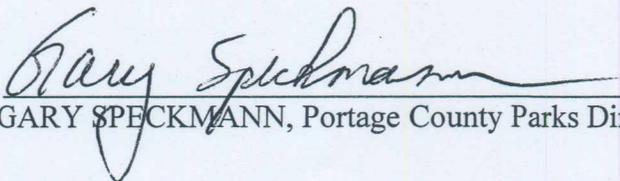
Cost of Records

- Photocopies - \$.25 per page
- Maps/other large documents - \$3.00 per page
- Shipping charges will be actual costs
- Records which, in the view of the County Parks Department will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The County Parks Department will charge the reasonable labor costs in such circumstances.

Due to the large volume of records under control of the County Parks 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 authorized and approved by the Portage County Parks Department in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code, a copy of which is attached.

Dated this 28th day of December, 2009


GARY SPECKMANN, Portage County Parks Director

PORTAGE COUNTY
DEC 29 2009
CORPORATION COUNSEL