

**Notice of Public Records Policy
Portage County Solid Waste Department**

Mr. Alexander Beyer, Administrator – Records Custodian
Mr. Jeff Lodzinski, Manager – Alternate Records Custodian

Availability

Public records of the Solid Waste Department shall be available during business hours from 7:30 a.m. to 3:30 p.m. Monday through Friday at the Material Recovery Facility, 600 Moore Road, Plover WI 54467, or when Solid Waste staff is available. It shall be the policy of the Department to respond to any request within three (3) to ten (10) days, except for good cause for delay. Pre-payment of costs may be required prior to the production of records. 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 Mr. Beyer.

Cost of Records

Photocopies (black & white, letter size) \$0.50 per page
Shipping charges will be actual costs, e.g. costs of mailing

Records which, in the review of the department will require more than \$50 in total labor and material costs will require pre-payment of a reasonable estimate of such costs. The department will require pre-payment of the reasonable labor costs in such circumstances.

Records Available

Include Committee meeting minutes, certain departmental files, correspondence, policies, financial records, etc. However, many office records are confidential and will not be released by law. For example, confidential customer lists, pricing structures of a competitive nature, etc.

This policy is issued and authorized by the Portage County Solid Waste Department and approved by the Portage County Solid Waste Management Board on this 25th day of March, 2013 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 Corporation Counsel's office and posted with other departmental documents.

Dated: 3/25/2013



Alexander Beyer
Solid Waste Department Administrator

Dated: 3/25/2013



Mike Wiza
Chair, Solid Waste Management Board