

Portage County UW-Extension Office, 1462 Strongs Ave., Stevens Point, WI 54481-2947
Phone (715) 346-1316 FAX (715) 346-1323 (711 for Wisconsin Relay)

Notice of Public Records Policy
Portage County UW-Extension

Connie Creighton, Department Head

Availability

The Public Records of Portage County UW-Extension shall be available during business hours from 7:30 a.m. to 4:30 p.m. Monday to Friday at the County Extension office, 1462 Strongs Avenue, Stevens Point. It shall be the policy of the UW-Extension office to respond to any records request within 48 business hours, except for good cause for delay. The office may require prepayment of costs prior to the production of records if such cost exceeds \$5.00. The office may further restrict the use of its equipment for copying purposes by a requestor due to business constraints. All copies will be made by UW-Extension staff in compliance with this policy. Requests shall be made to and coordinated by Ryan Nelson as records custodian, and as applicable.

Cost of Printed Records

- Photocopies: \$0.15 per page for Black & White
\$0.25 per page for Color
- Maps and/or other large documents cannot be reproduced by the UW-Extension office.
- Shipping charges will be the actual cost of mailing or shipping.

Cost of Electronic Records

Electronic records will be provided in Portable Document Format (PDF) or in their original electronic format, if applicable. There will be no charge for e-mailing records that exist in electronic format at the time of the request. Records that do not exist in electronic format will be provided as a photocopy. If a requestor desires records to be provided on a physical medium, the following fees will be charged:

- Compact Disc: \$1.00
- USB Flash Drive: \$10.00

Records which, in the review of the office will require more than \$50.00 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The office will require prepayment of the reasonable labor costs in such circumstances.

Records Available

Meeting minutes, correspondence, financial records, etc.

This policy is issued and authorized by the Portage County UW-Extension office and approved by Agriculture and Extension Education Committee of the Portage County Board on the 8th day of June, 2017 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 Clerk's office, and posted with the Office documents.



Department Head – Connie Creighton

6-8-2017

Date