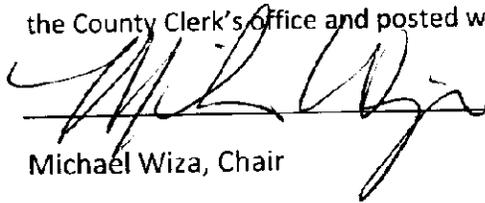


**NOTICE OF PUBLIC RECORDS POLICY**  
**PORTAGE COUNTY VETERANS SERVICE OFFICE**

**Michael Clements, Veterans Service Officer**

This policy is issued and authorized by the Veterans Service Officer and approved by the Judicial/General Government Committee of the Portage County Board of Supervisors on the 9th day of December, 2013, in accordance with Wisconsin's Public Records Law and Chapter 3.3 of the Portage County Code of Ordinances. This policy shall be available to the public and is filed with the County Clerk's Office and posted with other Office documents.



Michael Wiza, Chair

12/9/13

Date: December 9<sup>th</sup>, 2013

Portage County Judicial/General Government Committee

**Availability**

The Public Records of the Veterans Service Office shall be available during business hours from 8:00 a.m. to 4:30 p.m., Monday through Friday at the courthouse office, 1516 Church Street, Stevens Point, WI., 54481. It shall be the policy of the Veterans Service 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. 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, Michael Clements, records custodian.

**Cost of records**

Photocopies: \$.25 per page

Maps and other large documents \$3.00 per page

Shipping charges will be actual costs, i.e. costs of mailing

Records which will cost more than \$50.00 will require prepayment based on a reasonable estimate of such costs by the Office.

**Records available**

Records Include: Committee Meeting Minutes, certain correspondence, financial records, etc... However, many, if not most, of the office records are confidential and cannot be released under applicable law; for example personal medical information, military separation documents etc...

## Confidential records

Records which are determined to be confidential and privileged in nature are defined by the authority cited below, and the handling and release of this confidential and privileged information will be guided by the following State and Federal Privacy regulations and statutes:

Code of Federal Regulations, 38 CFR 1.500 – 1.5270

U.S. Department of Veterans Affairs Privacy regulations

State of Wisconsin Statutes Chapter 45

State of Wisconsin Administrative Code Chapter VA 1.10, et. Seq.

Dated: December 6, 2013



Michael Clements  
Veterans Service Officer  
Portage County