



## Portage County Clerk

Kayla R. Filen

1516 Church Street

Stevens Point, WI 54481

Email: [filenk@co.portage.wi.us](mailto:filenk@co.portage.wi.us)

Phone: 715-346-1351 Fax: 715-346-1486

February 4, 2020

The public records of the Portage County Clerk's Office shall be available during business hours from 7:30 a.m. to 4:30 p.m., Monday through Friday except for holidays. It shall be the policy of the County Clerk's Office to respond to any records request within 10 working days. For broader requests, the response time may be longer. Extensive requests shall be in writing. The County Clerk's Office may require prepayment of cost prior to the fulfillment of the records request. The County Clerk's Office may further restrict the use of its equipment for copying purposes by a requestor. Electronic records may be provided to the requestor on a flash drive supplied by Portage County. Due to security concerns, we will not accept flash drives provided by the requestor.

### Cost of Records

- Photocopies – \$.25 per page
- Maps/other large documents – \$3.00 per page
- Shipping charges – actual cost
- Flash drive – actual cost

Records which, in the view of the County Clerk's Office will require more than \$50 in total labor and material costs will require prepayment of a reasonable estimate of such costs. The County Clerk's Office will charge the reasonable labor costs in such circumstances.

Due to the large volume of records under control of the County Clerk's Office it is impractical to name each record. If you are interested in a specific record and it is not under our control, we will try to direct you to the proper office.

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