



## Portage County Clerk

Shirley M. Simonis

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### PUBLIC RECORDS POLICY PORTAGE COUNTY CLERK'S OFFICE

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#### COUNTY CLERK DEPUTY COUNTY CLERK ADMINISTRATIVE SECRETARY

The public records of the 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 48 business hours, except for good cause for delay. The County Clerk's Office may require prepayment of cost prior to the production of records. The County Clerk's Office 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, extensive information requests shall be in writing.

#### Cost of Records

- Photocopies - \$.25 per page
- Maps/other large documents - \$3.00 per page
- Shipping charges will be actual costs
- SVRS Election Related Materials-per State Elections Board fees
- 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 direct you to the proper office.

This policy is authorized and approved by the Portage County Clerk 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 2<sup>nd</sup> day of January, 2007.

Handwritten signature of Shirley M. Simonis in cursive script.  
SHIRLEY M. SIMONIS  
Portage County Clerk