

**Notice of Public Records Policy
Portage County Purchasing /Optical Imaging**

Joyce Barge, Interim Purchasing Manager
Karen Kluck, Records Custodian

Availability

The Public Records of the Purchasing Department shall be available during business hours from 8:00 a.m. to 4:00 p.m. Monday to Friday at the Portage County Annex, 1462 Strongs Aveune, Stevens Point WI 54481. It shall be the policy of the Purchasing Department to respond to any records request within forty-eight business hours, except for good cause for delay. Office may restrict use of its equipment for copying purposes by a requestor due to business exigencies. Requests shall be made to and coordinated by Karen Kluck as records custodian or Joyce Barge as applicable.

Cost of Records

Photocopies \$.25 per page

Facsimiles \$.25 per page

Shipping charges will be actual costs, e.g. costs of UPS, USPS

Records Available:

Request for Quotes, Bids and Proposals, bid tabulations, bidder/proposers lists, summaries of bid opening information, unless competitive or bargaining reasons dictate that the information should not be made public at that time. All materials submitted for the RFP/RFB process are available for public inspection after the contract/bid is awarded.

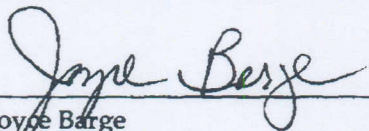
Purchase orders, requisitions, correspondence, financial records, voucher/invoice information, procurement card purchases, etc.

Property Insurance, Boiler Insurance, claims, policies, information.

Equipment logs/contracts/service reports for copiers, Winscribe, Fax machines, AutoPool Fleet, etc.

This policy is issued and authorized by Purchasing and approved by Finance Committee of the Portage County Board on the 11th day of January, 2010 in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. This policy shall be available to the public, filed with the County Clerk's office and posted with other Office documents.

Dated December 23, 2009



Joyce Barge
Purchasing Manager