

### Notice of Public Records Policy Portage County Solid Waste Department

Mr. Scott Schedler, Administrator Records Custodian  
Mr. Jeff Lodzinski, Solid Waste Manager – Alternate Records Custodian

#### Availability

The Public Records of the Portage County Solid Waste Department shall be available during business hours from 8:00 a.m. to 4:00 p.m. Monday thru Friday at the Material Recovery Facility located at 600 Moore Rd., Plover, WI 54467, or when Solid Waste staff is available. It shall be the policy of the Solid Waste Department to respond to any records request within 72 business hours, unless there is good cause for delay. The Department may require pre-payment of costs prior to the production of records. The Department 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 Records Custodian or Alternate as applicable.

#### Cost of Records

Photocopies (on regular white paper only) ( <i>per page</i> )	\$ 0.35
Audio recordings ( <i>per copy</i> ) (tape or disc, discretion of custodian)	\$ 3.00
Search/recording fees ( <i>min. per hour fee</i> )	\$20.00
<i>(Minimum, 15 minutes or \$5.00)</i>	
Search/recording fees ( <i>max. per hour fee</i> )	\$35.00
<i>(Minimum, 15 minutes or \$8.75)</i>	
Shipping costs will be actual costs, e.g. costs of mailing	

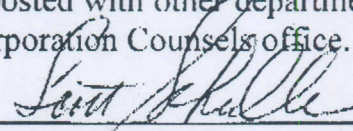
Records which, in the view of the department will require more than \$50 in total labor, material or postage will require pre-payment of a reasonable estimate of such cost. Pre-payment shall be made to: **Portage County Solid Waste.**

#### Available Records

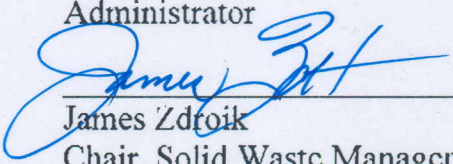
Include Committee meeting minutes, certain departmental files, correspondence, financial records, etc. However, many, if not most of the office records are confidential and will not be released by law. For example, confidential customer lists, pricing structures of a competitive nature, etc.

This policy is issued and authorized by the Portage County Solid Waste Department and approved by the Portages County Solid Waste Management Board on this 28th day of December, 2009 in accordance with Wisconsin Open Records Law and Chapter 3 of the Portage County Code. The policy shall be posted with other departmental documents, made available to the public, and filed with the Corporation Counsels office.

Dated: **December 28, 2009**

  
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Scott Schedler  
Administrator

  
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James Zdroik  
Chair, Solid Waste Management Board