

Notice of Public Records Policy Portage County Treasurer

Stephanie Stokes, Portage County Treasurer, Records Custodian

Availability

The Public Records of the Portage County Treasurer shall be available during business hours from 7:30 a.m. to 4:30 p.m. Monday to Friday at the courthouse office, 1516 Church St., Stevens Point WI 54481. It shall be the policy of the Portage County Treasurer to respond to any records request within 48 business hours, except for good cause for delay. The office may require pre-payment of costs prior to the production of records. 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 Ms. Stokes or her staff as applicable.

Cost of Records

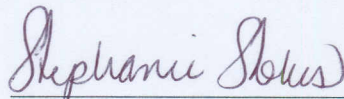
- Delinquent Tax Report
 - \$.25 per page
- Tax Information Search - \$1.00 per parcel
- Tax History Printout - \$.50 per parcel, per year
- Service Fee for Mailing or Faxing - \$1.00
- Microfilm Letter - \$10.00 for one year, one parcel
 - \$ 1.00 charge for each additional year
- Computerized Bank Tax Report
 - \$.35/parcel, with a maximum charge of \$150.00
- Photocopies - \$.25 per page

Records Available:

Include Tax Rolls, detailed tax payment information, Lottery Credit applications, Tax Settlements, various State Reports, Dog License listings, and office correspondence kept for the required retention period.

This policy is issued and authorized by the Portage County Treasurer. The policy shall be available to the public, filed with the County Clerk's office and posted with other Office documents.

Dated: December 23, 2009



Stephanie Stokes
Portage County Treasurer

PORTAGE COUNTY
DEC 28 2009
CORPORATION COUNSEL