

Notice of Public Records Policy Portage County UW-Extension

Connie Creighton, Department Head
Bonnie Maier, Records Custodian

Availability

The Public Records of Portage County UW-Extension shall be available during business hours from 7:30 a.m. to 4:30 p.m. Monday to Friday at the County Extension office, 817 Whiting Avenue, Stevens Point WI 54481. It shall be the policy of the UW-Extension office 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. The office may further restrict the use of its equipment for copying purposes by a requestor due to business constraints. All copies will be made by UW-Extension staff in compliance with this policy. Requests shall be made to and coordinated by Bonnie Maier as records custodian, and as applicable.

Cost of Records

Photocopies: \$0.25 Black & White per page
 \$0.50 Color Copies per page
Compact Disc: \$10/CD
Maps and/or other large documents: \$3.00 per page
Mailing Lists: \$0.50 per page
Shipping charges will be actual costs, e.g. costs of mailing

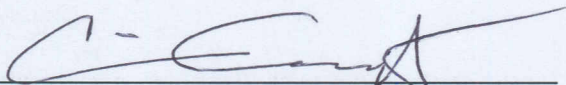
Records which, in the review of the office will require more than \$50 in total labor and material costs will require pre-payment of a reasonable estimate of such costs. The office will require pre-payment of the reasonable labor costs in such circumstances.

Records Available

Include Committee Meeting Minutes, correspondence, financial records, etc.

This policy is issued and authorized by the Portage County UW-Extension office and approved by Agriculture and Extension Education Committee of the Portage County Board on the 7th day of January, 2010 in accordance with Wisconsin's Open Records Law and Chapter 3.3 of the Portage County Code. The policy shall be available to the public, filed with the County Clerk's office, and posted with other Office documents.

Dated: January 7th, 2010



Department Head – Connie Creighton

1-7-10

Date: January 7, 2010

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COMMUNICATIONS