



**PORTAGE COUNTY  
VETERANS SERVICE DEPARTMENT  
1516 CHURCH ST  
STEVENS POINT, WI 54481**

Michael Clements - Veterans Service Officer  
Phone: 715-346-1310 Fax: 715-346-1410

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**NOTICE OF PUBLIC RECORDS POLICY  
PORTAGE COUNTY VETERANS SERVICE OFFICE**

Michael Clements, Veterans Service Officer

**Availability**

The Public Records of the Veterans Service shall be available during business hours from 8:00am to 4:30pm, Monday thru Friday at the courthouse office, 1516 Church St, Stevens Point, WI. 54481. It shall be the policy of the Veterans Service Office to respond to any records request within 48 business hours, except for good cause 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 exigencies. Requests shall be made to and coordinated by Michael Clements, records custodian.

**Cost of records**

Photocopies; .25 per page

Maps and other large documents \$3.00p per page

Shipping charges will be actual costs, i.e. costs of mailing

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

**Records available**

Include Committee Meeting Minutes, certain correspondence, financial records etc. However, many if not most of the office records are confidential and cannot be released by law, for example personal medical information, military separation documents etc.

This policy is issued and authorized by the Veterans Service Officer and approved by the Judicial General Government Committee of the Portage County Board on the 5<sup>th</sup> day of May, 2004 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 and is filed with the County Clerk's office and posted with other Office documents.

Dated: May 4, 2004

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Michael Clements  
Veterans Service Officer