



## PUBLIC NOTICE: ACCESS TO RECORDS

Provided pursuant to Wis. Stat. § 19.34.  
You have a right to inspect and copy certain records under Wisconsin's Public Records Law, Wis. Stat. §§ 19.31-19.39.

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### DEPARTMENT DESCRIPTION

The Office of the Governor exists under the authority of Wis. Stat. § 14.01 to assist the Governor in the duties of the executive office under Article V of the Wisconsin Constitution. The Governor and all employees of the Office of the Governor are state public officials as defined in Wis. Stat. § 19.42.

### PROCEDURE FOR MAKING REQUESTS

Pursuant to Wis. Stat. ch. 19, the Governor is the legal custodian of his office's records. However, to facilitate public access to the records, this authority has been delegated to Alan Colvin, Constituent Services Director.

Questions concerning application or interpretation of the open records law or requests for access to records of the Office of the Governor should be directed to:

Alan Colvin, Records Custodian  
115 East State Capitol  
Madison, WI 53702  
[GOVPublicRecords@Wisconsin.gov](mailto:GOVPublicRecords@Wisconsin.gov)

The Office of the Governor is located at 115 East State Capitol, Madison, Wisconsin, 53702, and is open Monday through Friday from 8:00 a.m. to 5:00 p.m., not including official state holidays.

### FEES

The Office of the Governor may charge the actual, necessary, and direct cost of producing a record. Wis. Stat. § 19.35(3)(a). When the request calls for a copy of the record, and the record can be photocopied, a standard fee of \$0.15 per printed page will be assessed. Likewise, the standard fee for a burned compact disc (CD) is \$0.14 per disc. *See* Wis. Stat. § 19.35(3)(b). If the requested records already exist in an electronic format and electronic copies are provided, costs will not be charged on a per-page basis, but if the record is not in readily comprehensible form, the Office of the Governor may charge the actual cost of creating a readily comprehensible copy. *WIREdata, Inc. v. Vill. of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736. The Office of the Governor may charge the actual, necessary, and direct transcription costs. Wis. Stat. § 19.35(3)(a). The Office of the Governor will not charge for the cost of reviewing records for possible redaction or removal of confidential information.

The Office of the Governor may charge the actual, necessary, and direct cost of locating the records if it exceeds \$50. Wis. Stat. § 19.35(3)(c). Any staff time necessary for locating records will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task. If the records are mailed to the requester, the Office of the Governor may charge the actual, necessary, and direct shipping costs. Wis. Stat. § 19.35(3)(d).

Pre-payment of fees will be required if the total costs are greater than \$5. Wis. Stat. § 19.35(3)(f). Fees may be waived at the discretion of the Governor's office.