



PUBLIC NOTICE: ACCESS TO RECORDS

March 2015

Posted pursuant to § 19.34, Wisconsin Statutes

You have a right to inspect and copy certain records under Wisconsin's Open Records Law.

It is the State of Wisconsin policy and the County of Oconto's public records policy that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent the people.

The record of the departments are maintained by the legal custodian of each department for Oconto County and are accessible to the public during the hours of 8AM – 4PM, MONDAY through FRIDAY, on days that County offices are open.

DEPARTMENT:	<u>CLERK OF COURTS</u>
DESCRIPTION:	<u>CIRCUIT COURT CRIMINAL & CIVIL RECORDS</u>
RECORDS CUSTODIAN:	<u>CLERK OF COURTS</u> <u>TRISHA LEFEBRE</u>
	Legal Custodian Name

PROCEDURE TO FOLLOW TO REQUEST COPIES OF RECORDS

1. Make your request orally or in writing to the Records custodian listed above; however, the request must be made in writing before an action to enforce the request may be commenced under §19.37 Wisconsin Statutes. If the records are not maintained by the Records Custodian, ask for help in determining where that record information is kept.
2. Once contacted, the Records Custodian will review your request or determine if the record or records exist. Any request of a record must reasonably describe the record or information sought. (Please note that not all record information is available for inspection or copying because access may be prohibited by state or federal law.)
3. Once your request has been reviewed, and as soon as practicable and without delay, the Record Custodian determines the existence and accessibility of the record, the Records Custodian will provide you with a copy of the record information or allow you to inspect the record information and provide a place for that review.
4. The Department identified above may charge the actual, necessary, and direct cost of reproducing a record. When the request calls for a copy of a record and the record can be photocopies, unless otherwise provided by statute, the Department may charge its standard fee of \$.25 for each impression produced in response to the request. If the form of the record information does not permit photocopying, the actual and necessary cost of photographing and photographic processing shall be charge, as well as the actual cost of providing films, computer printouts, audio and videotapes. There shall be no charge for locating a record unless the actual cost of doing so exceeds \$50.00, in which case the requestor shall be notified of this cost in advance. If the estimated cost of a request exceeds \$5.00, the Records Custodian may request payment in advance.
5. If your request is made orally and denied in whole or in part, the Record Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you. Denials to any written request will be made in writing to the requestor.

EXCEPT AS PER WISCONSIN STATUTE §(10)...THE CLERK OF COURT...TO CHARGE \$1.25 PER PAGE FOR CIVIL ACTIONS.