



PUBLIC NOTICE: ACCESS TO RECORDS

Rev. 03/2009

Provided pursuant to § 19.34, Wisconsin Statutes.

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

DEPARTMENT DESCRIPTION

The Wisconsin Department of Administration (DOA) provides centralized staff services to the Executive Branch, assumes common administrative functions for other executive agencies, and coordinates the state's business affairs. DOA provides the Governor's office with the fiscal management information and policy alternatives required for preparation of Wisconsin's biennial budget; coordinates telecommunications, energy, and land use planning; regulates racing, charitable gaming and Indian Gaming; is responsible for providing a wide range of support services to other state agencies; and manages the state's buildings and leased office space.

DOA is organized into the following divisions, the administrators of which are state public officials: 1) Administrative Services; 2) Capitol Police; 3) Energy Services; 4) Enterprise Operations; 5) Enterprise Technology; 6) Executive Budget and Finance; 7) Gaming; 8) Intergovernmental Relations; and 9) State Facilities. DOA's Secretary, Deputy Secretary, and Executive Assistant are also state public officials.

PROCEDURE FOR MAKING REQUESTS

Under the authority of Chapter 19 of the Wisconsin Statutes, the Department Secretary is the legal custodian of the Department's records. To facilitate access to the records, the Secretary's authority as records custodian has been delegated to the Department Legal Counsel. Requests for access to public records, and questions concerning the application of the public records law, should be directed to:

Department of Administration Legal Counsel
101 E. Wilson Street, 10th Floor
P.O. Box 7864
Madison, WI 53707-7864
(608) 266-1741
DOAPublicRecords@wisconsin.gov

Requests may be made during DOA's normal office hours of 7:45 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter or time period.

As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. If the custodian denies a written request, the requester has a right to receive the denial in writing.

FEES

DOA may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, DOA may charge its standard fee of \$.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), DOA may charge the actual cost of creating a readily comprehensible copy. DOA may charge the actual, necessary, and direct costs of locating the records if it exceeds \$50. DOA may charge the actual, necessary, and direct cost of removing confidential information if it exceeds \$50. If the records are mailed to the requester, DOA may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. DOA may request pre-payment if the total costs are greater than \$5. Make checks payable to Wisconsin Department of Administration.