

PUBLIC WORKS DEPARTMENT



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PAUL A. FONTECCHIO, P.E.
DIRECTOR

PUBLIC WORKS ADMINISTRATIVE POLICY PWA-01
Department of Administration Approved May 22, 2017

PUBLIC RECORDS

Linn Heinzen
Administrative Coordinator
Records Custodian
(920) 662-2160

Availability

The public records of the Department of Public Works ("Department") shall be available during the business hours of 7:30 a.m. to 4:00 p.m., Monday through Friday. It shall be the policy of the Department to respond to public records requests that are not overly complex or involved within ten (10) business days. The Department may require prepayment of fees prior to the production of records if the allowable actual, necessary and direct costs of compliance exceeds \$5.00. Public Records Requests shall be made to the Records Custodian listed above.

Public Record Fees Based on Actual, Reasonable, and Necessary Costs

Black and White Photocopy Reproduction Fees - \$.25 per 8½" x 11" page.

Shipping and Handling Fees – actual, necessary and direct costs of shipping and handling.

Location Fees - Records which, in the view of the Department, will require equal to or more than \$50.00 in total location costs (including labor) will require prepayment of such actual, necessary and direct costs. Location costs less than \$50.00 may not be charged by the authority.

Records Available

Generally, records relating to County highways and facility projects. Due to the large volume of records under control of the Department, it is impractical to name each record.

This policy is issued and authorized by the Brown County Director of Public Works in accordance with Wisconsin's Public Records Law and Chapter 3, Section 3.18 of the Brown County Code of Ordinances entitled, "Access to Public Records." This policy shall be made available to the public, filed with the Corporation Counsel and the County Clerk, and posted in the Brown County Department of Administration.

Revised: 05-22-2017