

## **BROWN COUNTY HEALTH & HUMAN SERVICES**

111 N. Jefferson Street  
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Green Bay, WI 54305-2188



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Phone (920) 448-6000 Fax (920) 448-6166

### **PUBLIC RECORDS POLICY BROWN COUNTY HEALTH AND HUMAN SERVICES**

Catherine Foss  
Office Manager II  
Records Custodian, Health and Human Services  
(920) 448-6006

#### **Availability**

The public records of the Health and Human Services ("Department") shall be available during the business hours of 8:00 a.m. to 4:30 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 cost of compliance exceeds \$5.00. Public Records Requests shall be made to the respective 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.

#### **Public Records Available**

This policy applies to publicly available information produced by the Health and Human Services Department. Generally, this includes aggregate, non-identifying information related to services, policies, financial records, program evaluations, and reporting information provided to the State and Federal governments. Due to the large volume of records under control of the Department, it is impractical to name each type of record.

This policy does not apply to Protected Health Information (PHI), and other confidential information, that identifies a particular individual receiving services from the Health and Human Services Department.

#### **Authorization:**

This policy is issued and authorized by the Brown County Health and Human Services Executive Director 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 Health and Human Services Department offices.

Revised: May 5, 2017