

PUBLIC NOTICE ACCESS TO DEPARTMENT OF CORRECTIONS RECORDS

DESCRIPTION OF THE DEPARTMENT OF CORRECTIONS:

The Department of Corrections is an Executive Branch Department consisting of four divisions. The Office of the Secretary and Division Administrators are headquartered in a central office in Madison, Wisconsin. The Division of Adult Institutions is responsible for the operation of Adult Correctional Institutions, Wisconsin Correctional Center System, and Wisconsin Women’s Correctional System located throughout the state. The Division of Community Corrections is responsible for the operation of Probation, Parole, and Extended Supervision in offices and facilities located throughout the state. The Division of Juvenile Corrections is responsible for the operation of Juvenile Correctional facilities and a portion of aftercare services to juveniles located throughout the state. The Division of Management Services is responsible for provision of numerous administrative and support services to the Department and is located at central office in Madison, Wisconsin.

The following positions within the Department of Corrections constitute state public officers for purposes of Wisconsin’s public records law: Secretary, Deputy Secretary, Assistant Deputy Secretary, Chief Legal Counsel, Division Administrators, Legislative Liaison and Public Affairs Director.

ACCESS TO PUBLIC RECORDS OF THE DEPARTMENT OF CORRECTIONS:

It is the policy of the Department that all requesters are entitled to the greatest possible information regarding the affairs of the Department and the official acts of its officers and employees. Complete access to public records of the Department is presumed, consistent with the conduct of the Department’s business. Denial of public access generally is contrary to the public interest and only in exceptional cases may access be denied, unless another law restricts access to all or part of a record because of its confidential nature. The times and places where Department records are available depend upon the nature of the record being requested. The Legal Custodian of the records at this location where the public may obtain information and access to records in its custody, make requests for records or obtain copies of records and the costs thereof is:

TYPE OF RECORD (e.g. Personnel Records)	LEGAL RECORD CUSTODIAN (e.g. Human Resource Director)	PHONE NUMBER

Access to public records is guided by the Department’s Executive Directive 21 – Public Records

TIME FOR COMPLIANCE AND HOURS OF ACCESS:

Legal Custodians will respond to public record requests as soon as practicable and without delay by either granting the request or notifying the requester of the decision to deny the request in whole or in part and the reason therefor. Institutions and offices with regular office hours shall permit access to public records at all times during those hours, unless otherwise specifically authorized by law. Offices that do not maintain regular office hours are to comply with §19.34(2)(b) and (c) Wis. Stats.

The office hours for this location are: _____

FEES:

Wisconsin Department of Corrections may charge reasonable copy and search fees. The photocopy fee established by our public records policy, except where otherwise set by law, is set at \$0.15 per page (2 sided pages count as 2 pages) plus file retrieval cost, postage, shipping, or other delivery method. If the request is for records to be copied electronically, the copy fee is \$0.07 per page. Reproduction costs will not be charged on a per-page basis if the agency provides electronic copies of records that already existed in electronic format. There is a \$10.00 certification fee if requested. Any hourly charge imposed for staff time necessary to locate records will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task and will not be billed unless the total cost of locating records is \$50 or more. The Department will not charge for the cost of reviewing records for possible redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court’s ruling in *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607. The Department may require prepayment of fees if the total copying or search fees exceed \$5. **The fees for health care records are established by § 146.83 or § 102.03, Wis. Stats., depending on the type of record being requested.** Information about these fees can be obtained from Central Medical Records at 920-324-6296 or 608-240-5152.