

**ADMINISTRATIVE REGULATION TYPE: Administration**

**ADMINISTRATIVE REGULATION TITLE: Access to Public Documents**

**Administration Regulation Purpose:**

Madison Area Technical College (Madison College) is subject to the Wisconsin Public Records and Property Law (Wis. Stat. §19.31 – §19.39), and accordingly establishes regulations and procedures to comply with the law.

All records as defined by §19.32(2), Wis. Stat., as public records and documents are designated as subject to release, inspection, and reproduction except as otherwise provided for by law.

The aforementioned regulation shall ensure compliance with Wis. Stat. §19.34(1) which requires that each authority adopt, prominently display and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian under §19.33 from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and costs thereof.

**Administration Regulation:**

Madison Area Technical College is subject to the Wisconsin Public Records and Property Law (Wis. Stat. §19.31 – §19.39), and accordingly the following policies are adopted to comply with the law, to-wit:

1. Designation of Public Documents. All records as defined by Section §19.32(2) Wisconsin Statutes, as public records and documents are designated as subject to release, inspection, and reproduction except as otherwise provided for by law.
2. Designation of the Official Custodians.  
The Associate Vice President of Institutional Effectiveness has been designated as the Custodian of Public Records of the District.
3. Powers of the Official Legal Custodians of Public Documents. All requests for the release, inspection and reproduction of the public records of the District shall be referred to the Custodian of Public Records as set forth herein. Employees who receive requests for records shall forward the request to the Custodian of Public Records for processing. The Records Custodian is hereby given the authority to make all decisions relative to the release, inspection and reproduction of public records and is granted authority to carry out all duties and responsibilities required by the Wisconsin Public Records and Property Law hereinbefore referred to.
4. Procedure for the Release, Inspection, and Reproduction of Public Documents. An official notice detailing procedure shall be prominently displayed in appropriate locations throughout the District and copies shall be made available to anyone upon a written request for inspection or reproduction. Any questions regarding the notice or this policy shall be directed to the Custodian of Public Records of the District.

5. Document Safekeeping. The records of the District shall be preserved as required by the law. No record of the District shall be destroyed after a request for such record is received until after the return of such record or any controversy thereon is settled.

**Responsible Administrator:**

Associate Vice President of Institutional Effectiveness

## Exhibit A

### OFFICIAL NOTICE

The Madison Area Technical College is subject to the Wisconsin Public Records Law (Wis. Stat. §19.31 – §19.39). This notice is provided to the public to assist them in obtaining access to the District records.

The Associate Vice President of Institutional Effectiveness has been designated the Custodian of Public Records to meet District obligations under Wisconsin public records laws. Members of the public may obtain information and access to or copies of public records by making a request of the Records Custodian during the College's regular office hours of Monday through Friday, 8:30 a.m. to 4:30 p.m.:

Lisa Smith  
Madison Area Technical College District  
1701 Wright Street  
Madison WI 53704-2599

The District may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription. The District will determine the cost of locating, copying or reproducing a record by multiplying the hourly rate of the employee involved by the actual hours, in 15 minute increments, expended to locate requested records. The College may charge for locating a record if the cost is projected to be \$50 or more. This fee will apply regardless of whether records are found. When work must be performed outside of regular business hours, the hourly rate will be multiplied by 1.5 to arrive at a rate for locating, copying, and/or reproduction of records requests.

The District may bill requestors \$0.20 for each photocopied page. If pre-existing files need only be copied onto a flash drive, \$5 per flash drive may be charged. If content must be converted from one electronic format to another, \$5 per flash drive may be charged plus staff time and other actual costs to the District. The actual cost of postage, courier, or delivery services may be charged.

The Records Custodian may require the payment of costs provided herein in advance where the total cost exceeds \$5. The Custodian also may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

The Records Custodian shall be responsible for designating where, when, and how the public records may be inspected and copied. However, no original public record of the District shall be removed from the possession or control of the custodian.

The District, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the specific reasons therefore.

If a request is made orally, the authority may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within five (5) business days of the oral denial. If an authority denies a written request in whole or in part, the requester shall receive from the authority a written statement of the reasons for denying the written request. In the case of a denial of a written request, the District must inform the requester that the denial is subject to review in an action for mandamus under Wis. Stat. §19.37(1), or by application to the local district attorney or Attorney General.