



## PUBLIC NOTICE: ACCESS TO RECORDS

Provided pursuant to Wis. Stat. § 19.34.  
You have a right to inspect and copy certain records under Wisconsin's Public Records Law, Wis. Stat. §§ 19.31-19.39.

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### DEPARTMENT DESCRIPTION

The Office of the Lieutenant Governor exists under the authority of Wis. Stat. § 14.31 to assist the Lieutenant Governor in carrying out the responsibilities specified under the Constitution and laws of the State of Wisconsin.

### PROCEDURE FOR MAKING REQUESTS

Pursuant to Wis. Stat. ch. 19, the Lieutenant Governor is the legal custodian of the Office's records. However, to facilitate public access to the records, this authority has been delegated to Daniel Suhr, Chief of Staff and Legal Counsel.

Questions concerning application or interpretation of the public records law or requests for access to a record in this office should be directed to:

Office of the Lt. Governor  
ATTN: Public Records  
19 East State Capitol  
Madison, WI 53702

The Office of the Lieutenant Governor is located at 19 East State Capitol, Madison, Wisconsin, 53702, and is open Monday through Friday from 9:00 a.m. to 5:00 p.m., not including official state holidays.

### FEES

The Office of the Lieutenant Governor may charge the actual, necessary, and direct cost of producing a record. Wis. Stat. § 19.35(3)(a). When the request calls for a copy of the record, and the record can be photocopied, a standard fee of \$0.15 per printed page will be assessed. Likewise, the standard fee for a burned compact disc (CD) is \$0.14 per disc. *See* Wis. Stat. § 19.35(3)(b). If the record is not in readily comprehensible form, the Office of the Lieutenant Governor may charge the actual cost of creating a readily comprehensible copy. *WIREData, Inc. v. Vill. of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736. The Office of the Lieutenant Governor may charge the actual, necessary, and direct transcription costs. Wis. Stat. § 19.35(3)(a). The Office of the Lieutenant Governor may charge the actual, necessary, and direct cost of locating the records if it exceeds \$50. Wis. Stat. § 19.35(3)(c). 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. If the records are mailed to the requester, the Office of the Lieutenant Governor may charge the actual, necessary, and direct shipping cost. Wis. Stat. § 19.35(3)(d).

Pre-payment of fees may be required if the total costs are greater than \$5. Wis. Stat. § 19.35(3)(f). Fees totaling may be waived at the discretion of the Office of the Lieutenant Governor.