

**POLICY TYPE: Vice President of Human Resources**

**POLICY TITLE: Access to Public Documents**

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Responsible Administrator: Vice President of Human Resources

Location of Related Procedures: Office of Vice President of Human Resources  
Office of Vice President of Student Development & Success

Madison Area Technical College (the “College”) is subject to the Wisconsin Public Records and Property Law (Section 19.31 - Section 19.39, Wisconsin Statutes), and accordingly the following policies are adopted to comply with the law, more specifically:

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.
  - A. Vice President of Human Resources
  - B. Vice President of Student Development & Success (student related materials)

The foregoing shall be responsible for the prompt response to any request for access to the College’s public records, the release of the public records, the conditions under which records may be inspected, and the collection of costs for the location and/or reproduction of such records. All employees of the College shall be notified of the official custodians of the public records of the College and shall be informed of the duties of the custodians as well as other requirements of the law and this policy.

3. Powers of the Official Legal Custodians of Public Documents. All requests for the release, inspection and reproduction of the public records of the College shall be referred to the College’s legal custodians as set forth herein. The legal custodians are hereby given the authority to make all decisions relative to the release, inspection and reproduction of public records and are 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 College 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 official legal custodians of the records of the College.
5. Document Safekeeping. The records of the College shall be preserved as required by the law. No record of the College shall be destroyed after a request for such record is received until after the return of such record or any controversy thereon is settled.

#### Exhibit A

#### OFFICIAL NOTICE

The College is subject to the Wisconsin Public Records Law (Section 19.31 - 19.39, Wisconsin Statutes). This notice is provided to the public to assist them in obtaining access to College records.

The District Board designates the President or person(s) designated by the President as the legal custodian(s). The Vice President of Human Resources and the Dean of Enrollment (student related materials) are the official legal custodians of the records and property of the College. When a custodian is away from the College, an acting custodian will be appointed. They can be contacted at the Truax Campus of the College as follows:

MADISON AREA TECHNICAL COLLEGE  
1701 Wright Street, Madison WI 53704  
(608) 246-6100

Public records of the College will be available for inspection at the offices of the legal custodians upon request during normal business hours, i.e. 8:30 a.m. to 4:30 p.m., Monday through Friday. The official legal custodians shall be responsible for designating where, when, and how the public records may be inspected and copied. However, no original public record of the College shall be removed from the possession or control of the custodian.

#### Right to Inspection:

It is not necessary that any person requesting access to the records of the College identify him/herself in order to obtain a record, nor need any person requesting access to the records of the College state any reason for his/her request.

Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

Any person shall have not only the right to inspect the records of the College, but also the right to receive a reproduction of such records. In the event that a person files a request for reproduction of any of the records of the College, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the College relative to the costs of location and/or reproduction of the records of the College are set forth in the attached fee schedule.

Time for Compliance and Procedures:

Each authority, 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 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. Every written denial of a request by an authority shall inform the requestor that if the request for the record was made in writing, then the determination is subject to review upon petition for a writ of mandamus under s. 19.37 (1) or upon application to the attorney general or a College attorney.

## PUBLIC RECORDS AND PROPERTY LAW FEE SCHEDULE

### Costs of Locating Documents

Most of the College's records are readily available or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the cost of locating that record does not exceed \$50.00.

Some of the records of the College are in off-site storage, archives, not on-line on the College's computer, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason, and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the prior written approval of the requester before proceeding. In addition, the custodian will endeavor, but will not be required, to provide an estimate of the total anticipated costs for locating the record.

### Personnel

The College will determine the cost of locating, copying or reproducing a record by using the hourly rate of \$12.00/hour for clerical/technical employees. The costs will be calculated in one-fourth hour segments.

The College will determine the cost of locating, copying or reproducing a record by using the hourly rate of \$22.00/hour for professional/administrative employees. The cost will be calculated in one-fourth hour segments.

Hourly rates set forth above will be multiplied by 1.5 to arrive at a rate for locating, copying and/or reproduction of records when work must be performed outside of regular business hours.

## Reproduction Expenses

- I. Costs of copying and reproduction of records where equipment is available:
  - A. Photocopying
    1. Supplies and Materials .12/page
    2. Personnel: No charge for 25 pages or less. Hourly rate as above for clerical/technical or professional/administrative employees.
  - B. Computer
    1. Equipment
      - a. Central Processor:

Prime time (regular business hours)	8.25/minute
Non-prime time	4.50/minute
      - b. Disk Storage, page - 2560/characters .04 day/page
    2. Supplies and Materials
      - a. Printed Page (132 character line)  
(14-7/8 x 11--a part paper, 6 lines vertical inch) .30/page
      - b. Magnetic Tape (2400' reel) 15.00/tape
    3. Personnel: Hourly rate as above for clerical/technical or professional/administrative employees
  - C. Audiovisual
    1. Equipment: Tape Duplication 10.00/each
    2. Supplies and Materials
      - a. Video Cassette (Depending on type/length) 15.00 - 35.00/each
      - b. Audio Cassette (depending on type) 1.50 - 2.50/each
      - c. Slides-Tray (depending on type) 5.00 - 7.00/each

3. Personnel: Hourly rate as above for clerical/technical or professional/administrative employees

D. Microfilm or Fiche

1. Supplies and Materials

Film - See II. below

Fiche (Madison College has masters) .30/each

Fiche (Madison College does not have masters) - See II. below

2. Personnel: Hourly rate as above for clerical/technical or professional/administrative employees

II. Costs of reproduction of records where equipment is not available within the College:

- A. If equipment necessary for any reproduction is not available within the College, the College, at its option, will assist in making arrangements for conversion of data or documents to another medium or will rent whatever equipment is necessary to perform the function and will bill the requester for such rental fee. The cost charged will be the actual costs paid by the College to the third-party vendor, plus hourly rates as above for clerical/technical or professional/administrative employees.
- B. Items in such a situation would include, but would not be limited to, audio or videotape reproduction equipment, microfilm or fiche or ultra-fiche reproduction equipment, assorted computer hardware and software.
- C. The actual cost to the College of the tape or other medium used for reproduction shall also be paid by the person making the request.

### Disputes

The official legal custodian of the records of the College shall report any disputes which arise under this fee schedule to the District Board and shall recommend to the District Board such modifications and revisions as he/she deems necessary.

### Payment of Fees

1. The official legal custodian of the records of the College may require the payment of costs provided herein in advance.
2. The official legal custodian of the records of the College may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

*April 2014*