

CALUMET COUNTY DEPARTMENT OF ADMINISTRATION

PUBLIC RECORDS NOTICE

The Calumet County Department of Administration provides necessary effective and responsible human resources and labor relations services by developing and managing a comprehensive human resource program.

The Department of Administration is located in the Calumet County Courthouse, 206 Court Street, Chilton, Wisconsin, 53014. Its regular office hours are Monday through Friday, 8:00 a.m. to 4:30 p.m. Holidays excepted.

The Calumet County Department of Administration is a local public office within the meaning of Wisconsin Statutes §19.34(1). The legal custodian of the Personnel records is Michelle L. Wright, Human Resource Director. Information about records and access to records is available from any member of the Department of Administration – Human Resources staff.

Public records will be made available for inspection in the Department of Administration during regular business hours. No original records may be removed from the Department of Administration. Copies of public records may be obtained upon a request at a copy of \$.15 per page for regular photocopies made by the Department of Administration staff or for the actual, necessary and direct cost of reproduction in all other cases. A location fee may be charged if the cost of locating a requested record exceeds \$50. Advance payment may be required if charges exceed \$5.

Some Personnel records are exempt from disclosure under the Wisconsin Open Records Law because they are protected. This protection may come from State Law, Federal Law, Court decisions, or other rules and regulations. When information generally held to be confidential, is requested as part of an Open Records request, the request will be balanced with the County's (or employee's) need for confidentiality. All requests for records shall be submitted in writing. In all such instances, the Human Resource Director shall be consulted prior to the release of said information. In the absence of the Human Resource Director, the Corporation Counsel or County Administrator should be consulted. If you ask to inspect or copy an exempt record, you will be told why the record is not available for public inspection and what appeal rights you may have.

Any other questions you may have should be directed to the custodian personally or by telephone 920-849-1611.