



Office of Compliance
UNIVERSITY OF WISCONSIN-MADISON

Cov Kev Neeg Ua Haujlwm Ua Raws rau Pej Xeem Thov Muab Ntaub Ntawv
(Public Records Guidelines for Employees)

Cov Lus Nug Tas Li Nyob Hauv Cov Kev Ua Raws:

1. Cai Lij Choj Pej Xeem Thov Muab Tau Ntaub Ntawv (*Wisconsin Public Records Law*) yog dab tsi?
2. Tus cai lij choj pej xeem thov muab tau ntaub ntawv puas raug UW-Madison thiab nws cov neeg ua haujlwm?
3. Vim li cas kuv ho yuav tsum paub tus Cai Lij Choj Pej Xeem Thov Muab Tau Ntaub Ntawv?
4. Leej twg thov muab tau cov ntaub ntawv?
5. Yuav thov muab cov ntaub ntawv hauv UW-Madison li cas?
6. Leej twg muaj lub luag haujlwm teb cov kev thov muab ntaub ntawv UW-Madison tau txais?
7. Cov *Public Records Custodians* cov luag haujlwm yog dab tsi?
8. Ib qho ntaub ntawv raws tus *Wisconsin Public Records Law* yog dab tsi?
9. Cov neeg ua haujlwm thov muab puas tau lawv cov ntaub ntawv?
10. Nws puas txawv li cas yog cov ntaub ntawv nyob hauv kuv ib qho twj siv los cov *accounts*?
11. Puas muaj tswv yim li cas pab yog siv yus ib yam twj khiav cov haujlwm hauv UW-Madison?
12. Dab tsi tsis yog ib qho ntaub ntawv raws tus cai *Wisconsin Public Records Law*?
13. Yog ib qho ntaub ntawv thov txog tsis muaj nyob qhov twg ne?
14. Cov ntaub ntawv twg muab tsis tau raws li tus cai *Wisconsin Public Records Law*?
15. Kuv yuav tau khaws cov ntaub ntawv ntev npaum li cas?
16. Kuv yuav ua li cas yog kuv tau txais ib qho kev thov muab cov ntaub ntawv?
17. UW-Madison yuav tau teb rov rau tus neeg thov sai npaum li cas?
18. Yuav muaj li cas yog lub tsev kawm ntawv tsis teb raws li kev thov muab ntaub ntawv?
19. Cov ceg ua haujlwm hauv University yuav cuag tau leej twg rau kev pab?
20. Puas muaj cov kev pab kom kuv to taub tus cai *public record law* zoo ntxiv?

1. Tus Cai Lij Choj Pej Xeem Thov Muab Tau Ntaub Ntawv (*Wisconsin Public Records Law*) yog dab tsi?

Xeev Wisconsin Tus Cai *Wisconsin Public Record Law*, Wis. Stats. [§19.31-19.39](#), yog sau los tswj kom cov koos haum thiab chaw ua haujlwm hauv xeev, nrog rau lub University of Wisconsin-Madison, ua ncaj uas pub pej xeem muab tau tej ntaub ntawv. Cov cai lij choj pej xeem muab

tau tej ntaub ntawv no kuj muaj npe hu ua cov cai lij choj tshav ntuj – lawv pub kom pej xeeem paub tias tsoom fwv ua haujlwm li cas.

Wisconsin's Public Records Law tsim los tswj ob yam tseem ceeb: kom pej xeeem pom muaj zoo li cas thiab lees tej haujlwm tsoom fwv ua thiab nws cov thawj thiab neeg ua haujlwm koj ua haujlwm.

2. Tus cai pej xeeem thov muab tau tej ntaub ntawv puas raug UW-Madison thiab nws cov neeg ua haujlwm?

Raug. Tus cai lij choj Pej Xeeem Thov Muab Tau Ntaub Ntawv raug tsoom fwv cov neeg thiab tej ntaub ntawv lawv tsim los tuav, nrog rau cov ntaub ntawv cov neeg ua haujlwm tsim los tuav. UW-Madison yog xeev ib qho chaw ua haujlwm thiab li ntawd raug tus cai lij choj Pej Xeeem Thov Muab Tau Tej Ntaub Ntawv. Tus cai lij choj no raug txhua tus neeg ua haujlwm hauv UW-Madison, tsis hais nyob rau pab neeg ua num twg.

3. Vim li cas kuv ho yuav tsum paub txog tus Cai Lij Choj Pej Xeeem Thov Muab Tau Tej Ntaub Ntawv?

Tam li ib tug neeg ua haujlwm nyob hauv tsev kawm ntawv, koj tsim tau tej ntaub ntawv thaum koj ua koj txoj haujlwm. Nws tseem ceeb koj yuav tsum to taub koj cov luag haujlwm raws hauv tus cai lij choj thaum muaj neeg thov muab tej ntaub ntawv uas koj tuav los muaj.

4. Leej twg thov muab tau cov ntaub ntawv?

Feem ntau, txhua tus tib neeg thov tau xyuas los luam ib qho ntaub ntawv. Tej zaum cov neeg thov no tsis qhia tias lawv yog leej twg, thiab tsis kom lawv yuav tsum qhia tias lawv thov muab cov ntaub ntawv mus ua dab tsi.

5. Yuav thov muab cov ntaub ntawv hauv UW-Madison li cas?

Tag nrho cov kev thov muab ntaub ntawv yuav tsum ua raws hauv qhov [UW-Madison Public Records Portal](#).

6. Leej twg muaj lub luag haujlwm teb cov kev thov muab ntaub ntawv UW-Madison tau txais?

Cov *UW-Madison's Public Records Custodians* nyob hauv lub *Office of Compliance* ("OC") yog cov muaj lub luag haujlwm teb cov kev thov muab ntaub ntawv xa rau lub tsev kawm ntawv. Cov neeg tuav cov ntaub ntawv no tau kawm tiav kev qhia tswj muab ntaub ntawv kom raws li cov kev Tus Cai Lij Choj Pej Xeeem Muab Ntaub Ntawv uas kom yuav tsum muaj dab tsi thaum teb rov rau cov neeg thov.

Cov neeg ua haujlwm muaj lub luag haujlwm yuav tsum koom nrog tus neeg no nrhiav thiab muab cov ntaub ntawv.

7. Cov Public Records Custodians cov luag haujlwm yog dab tsi?

Nws yog cov *records custodians* lub luag haujlwm:

- Ntsuam xyuas qhov kev thov.
- Nrhiav tag nrho cov ntaub ntawv uas yuav muab rau tus neeg thov.
- Xyuas thiab tshem tawm tej yam tus cai lij choj tiv thaiv tsis pub muab.
- Teb rov rau tus neeg thov thiab qhia txog tej yam muab tsis tau rau.
- Qhia rau tus neeg thov tas li tias kev muab ntaub ntawv nyob rau qhov twg lawm.

8. Ib qho ntaub ntawv raws Wisconsin Public Records Law yog dab tsi?

Rau qhov ncaj, ib qho ntaub ntawv txhais tias muaj xws li txhua yam ntawv luam tawm los nyob hauv computer UW-Madison muaj. Qhov no xam cov ntaub ntawv nyob hauv computer tib si. Cov piv txwv: *emails*, *duab*, *videos*, *audio files*, ntawv sau txog kev sib tham, ntawv sau tshaj tawm qhia, *spreadsheets*, *database content*, *instant messages*, ntawv xa hauv xovtoo, thiab kev sib tham nyob hauv computer, *channel discussion*, thiab cov ntawv sib tham los kaw xws li hauv *MS Team*, *Zoom*, kev sib tham los kaw nyob hauv *Webex*, thiab lwm yam.

9. Cov neeg ua haujlwm thov muab puas tau lawv cov ntaub ntawv?

Tau. UW-Madison cov neeg ua haujlwm muaj cai saib thiab luam tau lawv cov ntaub ntawv nyob hauv phau ntawv tuav tej ntaub ntawv ua haujlwm yog thov. Txawm cov neeg ua haujlwm thov muab tau lawv tej ntaub ntawv raws qhov pej xeeem thov los, xav kom lawv thov ntawm lawv tus thawjsaib, ceg ua haujlwm lub *Human Resources Office*, los *UW-Madison's Office of Workforce Relations*, wr@ohr.wisc.edu. Nws kuj muaj cai muab tau cov ntaub ntawv qhia tau tus neeg thov yog leej twg uas tsis nyob hauv phau ntawv tuav cov ntawv ua haujlwm raws xeev tus cai *Wis. Stat. § 19.35(1)(am)*.

10. Nws puas txawv li cas yog cov ntaub ntawv nyob hauv kuv cov twj siv los cov accounts?

Tsis txawv. Tsis hais txog cov ntaub ntawv nyob rau qho twg – qhov cov ntaub ntawv txog dab tsi yog qhov qhia tias pej xeeem thov muab puas tau. Cov ntaub ntawv, xws li cov *emails*, *text messages*, los ntaub ntawv khiav haujlwm rau hauv UW-Madison, nyob hauv koj lub xovtoo los computer los tseem yog cov ntaub ntawv pej xeeem thov muab tau. Koj yuav tsum khaws thiab muab lawv thaum thov txog.

11. Puas muaj tswv yim li cas pab yog siv yus ib yam twj khiav haujlwm rau UW-Madison?

Vim qhov ntaub ntawv nyob qhov twg los tsis ua cas, yuav tsum ua tib zoo xav thaum siv yus ib yam twj ua haujlwm rau tsev kawm ntawv. Nco tias, yog ib tsab *e-mail*, ntawv xa hauv xovtoo, *instant message*, sib tham, tso ib qho dab tsi, los ntawv txog khiav haujlwm rau UW-Madison, ces tej zaum nws yog ib qho ntaub ntawv yuav tau muab raws xeev tus cai lij choj *Wisconsin Public Records Law* – txawm tias sau los tuav nyob hauv koj ib qho twj, khaws tseg nyob hauv lub computer tom tsev, los khaws tseg nyob hauv qhov *cloud*.

Nco xyuas cov nram no thaum siv yus ib qho twg khiav haujlwm rau UW-Madison:

- Tus kheej ib yam twj tej zaum yog lub *computer, mobile phone, tablet, Kindle, iPad, smartwatch*, los lwm yam twj txuas tau rau xws li ib qho *cloud back-up, flash-drive, los external hard drive*.
- Txhua tsab *e-mail* siv khiav haujlwm rau tsoom fwv yog ib qho ntaub ntawv uas tej zaum yuav tau muab raws xeev tus cai lij choj *Wisconsin Public Records Law*, tsis hais xa los tau txais nyob hauv tus neeg ua num tus kheej lub *e-mail account*.
- Koj yuav tsum xyuas khaws txhua qhov ntaub ntawv yog koj pauv mus rau lub twj tshiab.

12. Dab tsi tsis yog ib qho ntaub ntawv raws tus cai lij choj *Wisconsin Public Records Law*?

Cov txhais tias tsis yog ntaub ntawv pej xeev thov muab tau yog cov ntawv tseem sau tsis tau tiav, ntawv sau kom nco, ntaub ntawv pib sau, thiab lwm yam npaj rau tus kheej siv. Tab sis raws tus cai lij choj cov tsis xam no txhais tau nqaim heev.

13. Yog ib qho ntaub ntawv thov txog tsis muaj nyob qhov twg ne?

Feem ntau, tsuas tau muab cov ntaub ntawv tseem muaj thaum lub caij thov xwb. Tsis kom koj tsim ib qho ntaub ntawv tshiab los muab rau qhov kev thov. Yog tsis muaj cov ntaub ntawv thov, tus *public record custodian* yuav qhia rau tus neeg thov tias tsis muaj.

14. Cov ntaub ntawv twg tsis raug muab raws tus cai lij choj *Wisconsin Public Records Law*?

Cov tus cai lij choj pub tsis muab muaj xws li:

- Cov ntaub ntawv txwv tsis pub paub Kws Lij Choj/Tus Neeg Nws Pab tham txog dab tsi.
- *FERPA* txwv tsis pub muab ib tug mejyig cov ntawv thiab tej yam yuav qhia tau tus mejyig nyob hauv cov ntaub ntawv.
- *Trade secrets*.
- Tus neeg kuaj mob tej ntaub ntawv.
- Ntaub ntawv ib qho chaw ua haujlwm tuav, npaj, los muaj qhov chaw nyob, *email address*, xov tooj hauv tsev, los tus neeg ua num tus *social security number*.
- Ntaub ntawv txog kev xwj tam sim no txog ib tug neeg ua haujlwm ua tub sab tub nyiag los hla cai ntawm haujlwm ua ntej nug xwj (caij tsis pub twg paub thaum tseem xwj).
- Ntaub ntawv txog ib los tshaj ib tug neeg ua haujlwm uas ib tug saib los chaw ua haujlwm siv tswj, xws li ntsuam ua haujlwm, kev txiav txim, los kom kho tus nqi nyiaj xyoo los lwm yam nyiaj, npaj them nyiaj pub, nce rau txoj haujlwm, muab haujlwm txawv, ntawv ua pov thawj, los lwm yam lus los hais tias ua haujlwm zoo li cas txog cov neeg ua haujlwm.
- Tej yam yuav qhia tau tus neeg tso npe rau tsev kawm ntawv cov haujlwm uas cov tib neeg tau kom txhob pub twg paub.
- Cov ntaub ntawv uas pej xeev pom tias tsis muab yuav zoo tshaj qhov muab (“kev luj xyuas”). Yog tus neeg xyuas cov ntaub ntawv txiav txim tias yuav muab cov ntaub ntawv tab sis nws muaj ib co ntawv tsis pub muab, tus xyuas cov ntawv yuav tsum tshem (tua kom txhob pom) tej qhov tsis pub muab ntawd.

15. Kuv yuav tau tuav cov ntaub ntawv ntev npaum li cas?

Cov ntaub ntawv yuav tsum khaws cia ntev li cov [caij tuav](#) UW-Madison muaj, tsuas yog thaum tau txais ib qho kev thov muab. Cov ntaub ntawv thov muab yuav tsum tsis txhob muab pov tseg raws lub caij kom tuav tom qab muab rau los txog 60 hnuv tom qab tsis muab rau ib qho kev thov.

Yog koj muaj lus nug txog UW-Madison lub caij tuav ntev li cas, thov nrog [University Archives and Records Management Services](#) tham nug saib koj yuav tau tuav cov ntaub ntawv ntev npaum li cas thiab yuav xa rau qhov twg thaum dhau caij lawm.

16. Kuv yuav ua li cas yog kuv tau txais ib qho kev thov muab cov ntaub ntawv?

Yog muaj ib tug neeg hu los xa ntawv rau koj yuav thov muab ntaub ntawv raws tus cai *Public Records Law*, koj yuav tsum xa tus neeg ntawd qhov kev thov rau UW-Madison [Public Records Portal](#) los xa qhov kev thov (los tus neeg thov) ncaj nraim rau UW-Madison cov *Public Records Custodians* rau public_records@wisc.edu. Cov *Public Records Custodians* mam nrog tus neeg thov ntawd tham, pab cov neeg muaj cov ntaub ntawv ntawd xyuas, thiab teb rau qhov kev thov.

Yog koj tau txais ib qho ib tug neeg thov muab ib co ntaub ntawv, koj yuav tsum khaws cov ntaub ntawv thiab txwv tsis pub ua kom cov ntaub ntawd puas los muab pov tseg.

17. UW-Madison yuav tau teb rov qab rau tus neeg thov no sai npaum li cas?

Tus *Public Records Law* kom yuav tsum teb rov qab rau ib qho kev thov "sai li ua tau thiab tsis pub ncua." Nws tseem ceeb heev uas txhua tus neeg ua haujlwm tau txais ib qho kev thov muab ntaub ntawv yuav tsum qhia rau lub *Public Records Office* sai li sai tau kom thiaj teb rov qab rau tus neeg thov tsis pub dhau 10 hnuv ua haujlwm thaum txais tau qhov kev thov. Yuav tsum teb txhua qhov kev thov muab ntaub ntawv.

18. Yuav muaj taus li cas yog lub tsev kawm ntawv tsis teb raws li qhov kev thov?

Yog lub tsev kawm ntawv tsis muab ib qho ntaub ntawv los muab tsis tas, los ncua tsis pub pom ib qho los ib co ntaub ntawv tom qab tau sau ntawv thov muab ntaub ntawv, tej zaum tus thov: (1) Yuav foob thov kom tsev hais plaub yuav tsum kom muab cov ntaub ntawv; los (2) Sau ib daim ntawv rau tus kws lij choj hauv lub *county* cov ntaub ntawv nyob rau los rau tus *Attorney General* kom yuav tsum hais tsev hais plaub hais kom muab cov ntaub ntawv rau tus thov.

Tej zaum yuav raug nplua nyiaj muab rau tus thov cov ntaub ntawv yog tsev hais plaub pom tias University xwb tim tsis muab los ncua kev teb. Nov muaj xws li kws lij choj cov nqi tes, nyiaj nplua tsis kam muab tsis pub tsawg tshaj \$100.00, thiab lwm yam nqi. Ntxiv, tej zaum kuj yuav nplua lub University ib qho nqi tsis pub tshaj \$1,000.00.

19. Cov ceg ua haujlwm hauv University yuav cuag tau leej twg rau kev pab?

Yog koj muaj lus nug txog tus cai *Public Records Law*, xa ntawv los hu cuag *UW-Madison's Assistant Public Records Custodian*, Emily Myers emily.myers@wisc.edu los 608-265-9045.

20. Puas muaj cov kev pab kom kuv to taub tus cai *public records law* zoo ntxiv?

Muaj. Cov *Public Records Custodians* nyob hauv lub *Office of Compliance* thiab cov kws cai lij choj nyob hauv *Office of Legal Affairs* muaj kev piav qhia txog tus cai pej xeem thov muab tau tej ntaub ntawv yog thov.