

# University of Wisconsin–Madison

## Notice Regarding Public Records Policies

You have a right to inspect and copy certain records under Wisconsin’s Public Records Law, §§ 19.31-19.39, Wis. Stats.

The University of Wisconsin–Madison (UW–Madison), a campus of the University of Wisconsin System, is an institution of higher education created by Chapter 36 of the Wisconsin Statutes. UW–Madison is governed by the Board of Regents of the University of Wisconsin System and is directed by its chancellor. As a state agency, UW–Madison has designated public records custodians to meet its obligations under Wisconsin public records laws.

## Methods to Obtain Records

### Most University Records

**The UW–Madison Public Records Office processes public records requests via the public records portal where communication with requestors and reply to requests is conducted in a centralized location. This portal is available from the Office of Compliance website at: <https://compliance.wisc.edu/>**

The portal can be accessed 24 hours a day and requestors will immediately receive confirmation of submission of their public records request.

If a requestor is unable or unwilling to use the portal for submission of a public records request, requests can be received Monday – Friday, 8am-4pm at the **Office of Compliance**, 361 Bascom Hall, 500 Lincoln Dr, Madison, WI 53706 or by phone: [\(608\) 265-6018](tel:6082656018) (relay calls accepted)

### UWPD Law Enforcement Records

**The UW–Madison Police Department (UWPD) processes public records requests for law enforcement records maintained by the department. Requests may be submitted 24 hours a day via the online submission form available here: <https://uwpd.wisc.edu/data-policies-resources/records-request/>**

If a requestor is unable or unwilling to use the portal for submission of a public records request, requests can be received Monday-Friday 8am-4pm at 1429 Monroe Street.

**UW-Madison FEES:** In general, requests for public records do not have cost unless the requestor is seeking paper copies or the location of records reaches a cost calculation that exceeds \$50 of staff time. A complete summary of potential costs is available here:

[https://universityofwisconsin.mycusthelp.com/WEBAPP/rs/\(S\(tw4uhc2c23gkyrifz2dyqxn\)\)/AnswerDetail.aspx?&aid=131](https://universityofwisconsin.mycusthelp.com/WEBAPP/rs/(S(tw4uhc2c23gkyrifz2dyqxn))/AnswerDetail.aspx?&aid=131) . If paper copies are required the fee is \$0.10 a page, \$0.15 per page for records that must be scanned. Location costs will only be charged if the cost of location is more than \$50 in staff time to locate. Prepayment will be required prior to location of records. If other extraordinary circumstances occur with respect to cost of duplication or location of records, the university will work with the requestor to achieve a mutual agreement on cost.

**UWPD FEES:** Reproduction fees under \$5 are not charged. For paper copies, the fee is \$0.10 per page for black/white, \$0.15 per page for color. Police reports are \$0.10 per page for location costs, including electronic delivery. For records copied to CD or DVD (4.7GB): \$2.50 per disk. For records copied to a flash drive: \$6 for 16 GB, \$8 for 32 GB, \$12 for 64 GB, \$26 for 128 GB. External hard drives, up to 2 TB, have a fee of \$65. Postage will be charged when mailing is required. A fee may be charged if the location of records reaches a cost calculation that exceeds \$50 of staff time. UWPD may impose a fee under Wis. Stat. 19.35(3)(h)1 for the actual, necessary, and direct cost of redacting recorded audio or video content.

**Requests to view or inspect** records must be received in the same fashion as request for copies of public records. Arrangements will be made with the requestor after receipt of the request to inspect as the custodian is available and with a reasonable time to obtain records, university records are not centrally located.

### Appointed Legal Custodian(s) of Records:

**Julie Laundrie**, Public Records Custodian

**Elizabeth Wilkerson**, Assistant Public Records Custodian

**UWPD Law Enforcement Records: Jason Whitney**, Professional Standards & Planning Captain

### UW–Madison State Public Office Positions

- **Chancellor**
- **Vice Chancellor for Academic Affairs**
- **Vice Chancellor for Finance and Administration**
- **Vice Chancellor for Inclusive Education**
- **Vice Chancellor for Legal Affairs**
- **Vice Chancellor for Medical Affairs**
- **Vice Chancellor for Research**
- **Vice Chancellor for Strategic Communication**
- **Vice Chancellor for Student Affairs**
- **Vice Chancellor for University Relations**

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