BOARD OF COMMISSIONERS OF PUBLIC LANDS 1848

Douglas La Follette, *Secretary of State*
Kurt Schuller, *State Treasurer*
J.B. Van Hollen, *Attorney General*
Tia Nelson, *Executive Secretary*

125 S. Webster Street
Room 200
PO Box 8943
Madison, WI 53708-8943

608.266.1370 INFORMATION
608.266.0034 LOANS
608.267.2787 FAX
bcpl.wisconsin.gov

Managing Wisconsin's trust assets for public education.

PUBLIC RECORDS POLICY

You have a right to inspect and copy certain records under Wisconsin's Public Records Law. This Notice is posted pursuant to s. 19.34 of the Wisconsin Statutes

STATE PUBLIC OFFICES

The Board of Commissioners of Public Lands manages the state's remaining trust lands, administers trust funds to support public education, and maintains the state's original 19th century land survey and land sales records. The Commissioners are the Secretary of State (Douglas J. La Follette), the State Treasurer (Kurt Schuller) and the Attorney General (J.B. Van Hollen). The Board appoints an Executive Secretary (Tia Nelson) to administer the Division of Trust Lands and Investments, which serves as the Board's operating agency.

LEGAL CUSTODIANS OF RECORDS

The Office of the Executive Secretary is located at 125 S. Webster Street, Room 200, Madison, WI 53703. The Office Manager (Vicki Halverson) is the legal custodian of the Board's records (E-mail: Vicki.Halverson@wisconsin.gov Telephone: 608-266-1370 Fax 608-267-2787). The Land Records Archivist (Randy Bixby) is a deputy legal custodian with respect to land records in this office (E-mail: Randy.Bixby@wisconsin.gov Telephone: 608-261-8841 Fax 608-267-2787).

A District Office is located at 7271 Main Street, Lake Tomahawk, WI 54539. This district office maintains a limited number of records related to land management and is staffed on a limited schedule. John Schwarzmann is deputy legal custodian of the records in the District Office (E-mail: John.Schwarzmann@wisconsin.gov Telephone: 715-277-3366 Fax 715-277-3363).

PROCEDURES TO FOLLOW TO REQUEST ACCESS TO RECORDS

1. A request for access to a public record may be made orally or in writing and should be directed to the Records Custodian or Deputy Custodian believed to have the records requested. The request for access to a public record must reasonably describe the record requested and must be reasonably limited as to the subject matter and/or length of time represented by the record.
2. Requests for access to, and inspection of, any public records may be made at the Office of the Executive Secretary during the hours of 8:00am to 4:30pm M-F. Requests for access to, and inspection of, District Office land records may be made at the District Office during the hours of 8:00am to 10:00am on Tuesdays. In addition, appointments may be made upon 24 hours notice. For best service at either office, appointments are highly recommended but not required.
3. A request may be denied if the particular document does not exist, is excepted by state law from the definition of a public record, is exempted from public access by state or federal law, or when the public interest against disclosure outweighs the public interest in disclosure.
4. Reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. The office may impose a fee for searching and copying records pursuant to Wisconsin Statute 19.35(3). The copy fee is $0.25 per page for a standard photocopy but the office may charge more for copies of oversize documents in accordance with Statute 19.35(3). Search fees of $35 per hour may be imposed if the cost of the search is $50 or more. The office may require a prepayment of any fees if the total copying or search fees exceed $5.