



PUBLIC RECORDS NOTICE

Pursuant to Wis. Stat. § 19.34(1), the following notice describes the organization of the City of Green Bay, the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in the custody of the City, make requests for records, or obtain copies of records, and the costs thereof.

Local public offices:

Police Chief	307 S. Adams Street
Fire Chief.....	501 S. Washington Street
City Assessor	100 N. Jefferson Street, Room 102
City Attorney	100 N. Jefferson Street, Room 200
City Clerk	100 N. Jefferson Street, Room 106
City Treasurer.....	100 N. Jefferson Street, Room 105
Community Development Director	100 N. Jefferson Street, Room 604
Director of Finance/Comptroller	100 N. Jefferson Street, Room 105
Director of Human Resources	100 N. Jefferson Street, Room 500
Director of Parks, Recreation & Forestry	100 N. Jefferson Street, Room 510
Director of Public Works.....	100 N. Jefferson Street, Room 300
Economic Development Director	100 N. Jefferson Street, Room 200
Transit Director	901 University Avenue

Established times and places

The public may obtain access to public records, make requests for records, or obtain copies of records, and pay the costs thereof, at the address of the particular local public office above during regular business hours (Monday - Friday, 8:00 a.m. - 4:30 p.m., exclusive of legal holidays).

Methods for requesting and obtaining records

1. Requests for access to a public record may be made orally or in writing, and directed to the legal custodian of the record. Each legal custodian is vested with full legal power to render decisions and carry out the duties prescribed under Ch. 19, Wis. Stats. Local public officers may designate deputies to receive and process public records requests. All legal custodians of the City’s public records are listed above. Please direct any requests for access to an elected official’s public record to the particular elected official.
2. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record. A request may be denied if the particular document is not on file with the local public office or is exempted from disclosure by state law.
3. No request will be denied for any refusal to be identified or to state the purpose of the request. However, reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
4. Requesters may be charged the **minimum** fees below for receiving the following records:
 - Black-and-white paper documents (per page) \$0.25
 - Color paper documents (per page) \$0.50
 - Electronic documents sent via email in excess of 10 pages (per email)..... \$5.50
 - Audio/Video/Data discs (per disc) \$12.00
5. For unique or voluminous requests or copies of records other than records described above, requesters may be charged the actual, necessary and direct costs of reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00.