



Waukesha County

Department of Health and Human Services

NOTICE OF AVAILABILITY OF PUBLIC RECORDS PURSUANT TO SECTION 19.34(1), WISCONSIN STATUTES

The Waukesha County Department of Health and Human Services is an authority for purposes of record keeping as defined in Wis. Stat. § 19.32(1). The local public official positions in this agency are the Director of Health and Human Services, the County Veterans Services Officer, Local Public Health Officer, and the Aging Unit Director.

Records, as defined in Wis. Stat. § 19.32(2), are retained at this agency, 514 Riverview Avenue, Waukesha, WI 53188, which conducts business between the hours of 8:00 am and 4:30 pm, Monday through Friday, excluding holidays.

The people who hold the following positions are the legal custodians of these records, and requests for record access and/or copies should be directed to these persons according to their availability and in the order in which they are listed: the Health Information Management Supervisor; the Director of the Waukesha County Department of Health and Human Services; the Deputy Director of the Waukesha County Department of Health and Human Services; the duly assigned designees of those listed above. The County Veterans Services Officer and their duly assigned designees are the legal custodian of records for the Veterans Services.

Records will be made available to any person, as soon as practicable and without delay, subject to any denial of release that may be legally allowed or required. This agency will charge a fee to the requestor for copies of records which does not exceed the actual, necessary and direct cost of reproduction. In cases not involving significant time or expense in locating or reproducing records, this agency's personnel will copy records responsive to a Public Records request at a cost of twenty-five (25) cents per page. Records will be made available in electronic format, if so requested, subject to the discretion of the records custodian, and to the extent practically possible and/or legally required.

Should the cost of locating a record in response to a Public Records request exceed \$50.00, the actual, necessary, and direct cost with respect to locating responsive records will be charged to the requester. Additionally, if the total estimated cost of location, reproduction, transmission, or any other assessable cost with respect to a Public Records request exceeds \$5.00, prepayment may be required by the legal custodian at his or her discretion.

A copy of Wis. Stats. §§ 19.31-19.39, which mandate and outline the laws regarding Public Records in Wisconsin, is likewise available for review and reproduction consistent with the above.

A handwritten signature in black ink, appearing to read "Elizabeth Aldred", is written over a horizontal line.

Elizabeth Aldred

Director

Waukesha County Department of Health and
Human Services

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