

PERMANENT NOTICE – DO NOT REMOVE

UNIVERSITY OF WISCONSIN- MADISON PUBLIC RECORDS NOTICE, WIS. STAT. § 19.34 (2)

The University of Wisconsin – Madison is a state institution of higher education within the University of Wisconsin System created pursuant to Chapter 36 of the Wisconsin Statutes. The University of Wisconsin System is governed by the Board of Regents of the University of Wisconsin. UW – Madison is directed by a chancellor. *See Wis. Stat. § 36.09(3).*

The UW – Madison has designated a Public Records Custodian to facilitate responses to requests. You can find information about the public records law by accessing this web site: www.compliance.wisc.edu/public-records/ You can submit a request by going to this web site then using the blue box “Submit your request here” to submit your request.

You may also send a request via USPS to:

Office of Compliance
Attention: Public Records
361 Bascom Hall
500 Lincoln Drive
Madison WI 53706

A location fee will be charged if the cost to locate the record(s) is \$50.00 or more. Location fees are calculated at the hourly salary and benefit rate for the lowest-paid employee capable of performing the search.

UW-Madison may bill requesters for copies or scans of records that exist only in paper format, but will not charge reproduction costs for electronic copies of records that exist in electronic format.

No fee will be charged for the cost of reviewing records for possible redaction or removal of confidential information. Requests which exceed a total cost of \$5.00 will require prepayment.

All requests will be processed as soon as practicable and without delay, as required by the Wisconsin Public Records law.