



PUBLIC NOTICE: ACCESS TO RECORDS

The Southeastern Wisconsin Regional Planning Commission is the official areawide planning agency and metropolitan planning organization for the seven-county Southeastern Wisconsin Region. The Commission is committed to the principles of open government and accountability – consistent with Wisconsin Public Records Law, Wis. Stats. §§ 19.31-19.39. As such, information about access to the agency’s records may be updated periodically.

COMMISSION RECORDS LOCATIONS

The Commission website, sewrpc.org, provides a wealth of information about Commission activities, and records related to these activities, operations and decisions. This information may be found using the search feature. Agency records are located in our Waukesha office.

REQUESTING COMMISSION RECORDS

To submit an open records request, please fill out the request form below. The completed form can be submitted by email to sewrpc@sewrpc.org or mailed to:

Southeastern Wisconsin Regional Planning Commission
Open Records Request
Attn: Director of Administration
W239 N1812 Rockwood Drive
P.O. Box 1607
Waukesha, WI 53187-1607

The Commission’s business hours are 8:00 a.m. to 4:30 p.m., Monday through Friday (*summer Fridays are 8:00 a.m. to 12:00 p.m.*). As soon as practical and without delay, the Commission will notify the requestor of the availability of the requested records. The length of time it takes to respond to the request depends upon factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

FEES FOR COPIES OF RECORDS

The Commission charges actual, necessary and direct costs for locating and copying records. Fees are listed below and may be updated periodically. We will review your request and contact you if a fee will be required. Some fees will require prepayment before the request can be fulfilled.

Service	Fee
Per page fee for copying and printing	\$0.10 per page (black & white, paper printed on both sides equals two pages) \$0.20 per page (color, paper printed on both sides equal two pages)
Per page for scanning	Fee waived
Location & preparation fee	\$25.00 per hour if the cost is \$50 or more*
CD/DVD/diskette/flash drive (each)	Actual and direct cost
Photographic work, reproduction, transcription	Actual and direct cost
Postage for mailing or shipping	Actual and direct cost

The agency will not charge for the cost of reviewing records for possible redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court’s ruling in *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607.

Reproduction costs will not be charged on a per-page basis if the agency provides electronic copies of records that already existed in electronic format.

*If the hourly rate of salary and fringe benefits for lowest-paid employee capable of locating records is less than \$25.00 per hour it will be billed at that employee’s hourly rate.

Southeastern Wisconsin Regional Planning Commission

Open Records Request Form

Notice to requestors: Providing your name, address and phone number for records requests is optional; however, including this information will make it easier to process your request and contact you if we have questions. The description of the records requested must be specific. We will review your request and contact you if a fee will be required.

Date: _____

Name of Requestor: _____

Address: _____

City: _____ State: _____ Zip: _____

Organization: _____

Title: _____

Phone: _____ Email: _____

Description of Record(s) Requested (be specific, and provide a time frame for when records may have been generated):

Desired format (paper, electronic, USB, etc.): _____

How would you like to receive records? (pick up, mail, email): _____

Submit this completed form to sewrpc@sewrpc.org or mail to:

Southeastern Wisconsin Regional Planning Commission
Open Records Request
Attn: Director of Administration
W239 N1812 Rockwood Drive
P.O. Box 1607
Waukesha, WI 53187-1607