



# NOTICE: PUBLIC RECORDS

The Southeastern Wisconsin Regional Planning 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 public records may be updated periodically.

## COMMISSION PUBLIC RECORDS LOCATIONS

The Commission website, [www.sewrpc.org](http://www.sewrpc.org), catalogs public records including Commission activities, operations, and decisions. This information may be found using the search feature. Some public records are located in our Waukesha office.

## REQUESTING COMMISSION RECORDS

To submit a public records request, please fill out the request form below. The completed form can be submitted by email to [sewrpc@sewrpc.org](mailto:sewrpc@sewrpc.org) or mailed to:

Southeastern Wisconsin Regional Planning Commission  
 Attn: Records Custodian  
 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 preparing public records. Fees are listed below and may be updated periodically. We will review your request and contact you if a fee will be required. The Commission requires 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	\$30.00 per hour if the cost of location alone 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

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.

\*In certain instances, the lowest possible hourly rate may be lower than the rate listed. In some instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.

# Southeastern Wisconsin Regional Planning Commission

## Public Records Request Form

Notice to requestors: The description of the public records requested must be specific. We will review your request and contact you if a fee will be required. The Commission requires prepayment before the request can be fulfilled.

Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Public 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 public records? (pick up, mail, email): \_\_\_\_\_

Submit this completed form to [sewrpc@sewrpc.org](mailto:sewrpc@sewrpc.org) or mail to:

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