



OFFICE OF THE GOVERNOR

EXECUTIVE ORDER #235

Relating to Promoting Open and Transparent Government Through Continued Implementation of Best Practices and Performance Dashboards

WHEREAS, our American republic and the State of Wisconsin were founded on the basis of broad accountability of government to the people; and

WHEREAS, the Wisconsin Constitution further confirms that all political power flows from the people to their government through their elected representatives; and

WHEREAS, the free flow of information from the government to the people instills trust and confidence in our democracy and ensures that our government is accessible, accountable, and open; and

WHEREAS, the current version of Wisconsin's Public Records Law was adopted in 1981, as a tool for the people to access information about the affairs of government and about the official acts of those who exercise delegated sovereignty as the people's representatives; and

WHEREAS, Executive Order #189 further improved public access to government records by advancing best practices across state agencies in the areas of customer service, tracking of requests, clarity as to costs, and regular training for all state employees; and

WHEREAS, in February of 2017 enterprise wide records training was developed and has helped train over 31,400 state agency employees; and

WHEREAS, this Executive Order seeks to further educate and empower the public on their right to access government documents, information, and meetings; and

WHEREAS, I have proclaimed March 12th – 18th, 2017, as Sunshine Week in the State of Wisconsin, and I encourage all state agencies to continue to improve their performance beyond the measures directed in this Executive Order;

NOW THEREFORE, I, SCOTT WALKER, Governor of the State of Wisconsin, by the authority vested in me by the Constitution and laws of this State, do hereby:

1. Direct that each state agency shall use Performance Dashboards to promote transparent government by posting the following public records metrics:
 - a. The total number of public records requests received;
 - b. The total number of public records requests completed; and
 - c. The average time taken to fulfill public records requests.

Each agency shall begin posting these metrics on their Performance Dashboards by their September 2017 reporting date. Agencies are further directed to update public records metrics on Performance Dashboards on a quarterly basis in an effort to attain continuous performance improvement and to actively share the outcomes with agency staff.

2. Direct that the Department of Administration shall:
 - a. Create and manage a Wisconsin public notice website through Wisconsin.gov that is a centralized location for state agencies to post open meetings notices and meeting minutes;
 - b. Create and manage a primary email address to which agencies shall email open meeting notices and meeting minutes to be posted on the Wisconsin public notice website; and
 - c. Post agency public records email addresses to Wisconsin.gov.
3. Direct that each state agency, including each department, board, council, and commission, shall:
 - a. Post all open meetings notices and meetings minutes to the Wisconsin public notice website through Wisconsin.gov beginning September 1, 2017;
 - b. Increase the number of documents readily available for public viewing online and shall submit a report to the Department of Administration within 90 days of the agency's efforts to make more documents readily available to the public;
 - c. Continue to standardize best practices for fees charged for public records requests by:
 - i. Charging requestors no more than per-page fees for paper photocopies at \$0.15 per page;
 - ii. Charging requestors no more than per-page fees for converting paper records to electronic format at \$0.07 per page;
 - iii. Charging requestors no more than \$0.14 per CD or DVD; and
 - iv. Charging requestors at the hourly rate of salary and benefits for the lowest-paid employee capable of locating records, not to exceed \$30 per hour for employee time spent locating records.
 - d. Continue to provide public records resources and regular training for all employees and members of all boards, councils, and commissions attached to the agency. Specifically, each agency shall:
 - i. Ensure all employees have completed the annual enterprise wide public records training by March 1st of each year;
 - ii. Ensure all new employees complete the enterprise wide public records training within 30 days of their official start date;
 - iii. Create and administer agency-specific public records guidance to supplement the enterprise wide training; and
 - iv. Direct Human Resources Directors to provide departing employees with a written reminder of their records retention obligations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this ninth day of March in the year two thousand seventeen.



SCOTT WALKER
Governor



By the Governor:



DOUGLAS LA FOLLETTE
Secretary of State