

**NOTICE OF PROPOSED GUIDANCE DOCUMENT**  
[TITLE OF PROPOSED GUIDANCE DOCUMENT]

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on [Legal notices webpage](#), a proposed guidance document.

**PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

Comments may be submitted to the Wisconsin Department of Transportation for 21 days by:

Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=OPA1>

1. Mailing written comments to:  
Office of Public Affairs  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7910  
Madison, WI 53707-7910

**WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

The final version of this guidance document will be posted at [wisconsindot.gov](http://wisconsindot.gov) to allow for ongoing comment.

**AGENCY CONTACT**

DOTOPAGuidanceDocs@DOT.WI.GOV



## State of Wisconsin Department of Transportation

[DMV ONLINE SERVICES](#) ▼[DMV INFO](#) ▼[DOING BUSINESS](#) ▼[TRAVEL](#) ▼[SAFETY](#) ▼[PROJECTS AND STUDIES](#)[ABOUT WISDOT](#) ▼

## Legal notices

[Choice of law](#) | [Duty to continue provision of data](#) | [Endorsements](#) | [External links](#) | [Liability](#) | [Social comments](#) | [Warranties/accuracy of data](#)

Access to and use of the Wisconsin Department of Transportation (WisDOT) World Wide website is provided subject to these terms and conditions. Please read these terms carefully as use of this site constitutes acceptance of these terms and conditions.

### [Access to public records policy](#)

It is the state of Wisconsin policy and WisDOT's public records policy (FRM 103) that all persons are entitled to the greatest possible information regarding the affairs of government and the official act of those officers and employees who represent the people. WisDOT, in compliance with the provisions of Wis. Stats. s.19.34 and the above-mentioned policies, provides notice to the public regarding accessibility to records for which WisDOT is responsible.

### Choice of law

Construction of the disclaimers below and resolution of disputes thereof are governed by the laws of the state of Wisconsin. The laws of the state of Wisconsin, U.S.A., shall apply to all uses of this data and this system. By use of this system and any data contained therein, the user agrees that use shall conform to all applicable laws and regulations and user shall not violate the rights of any third parties.

### Duty to continue provision of data disclaimer

Due to the dynamic nature of the Internet, resources that are free and publicly available one day may require a fee or restricted access the next, and the location of items may change as menus, homepages, and files are reorganized. The user expressly agrees that use of WisDOT's website is at the user's sole risk. The state does not warrant that the service will be uninterrupted or error free. The documents and related graphics published on this server could contain technical inaccuracies or

typographical errors. Changes are periodically added to the information herein. The state and/or its respective agencies and programs may make improvements and/or changes in the information and/or programs described herein at any time.

## Endorsement disclaimer

The state of Wisconsin is a distributor of content sometimes supplied by third parties and users (for example, we distribute Adobe Reader so people can read PDF files appearing on this site). Any opinions, advice, statements, services, offers, or other information or content expressed or made available by third parties, including information providers, users, or others, are those of the respective author(s) or distributor(s) and do not necessarily state or reflect those of WisDOT and shall not be used for advertising or product endorsement purposes. Reference herein to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not constitute or imply its endorsement, recommendation, or favoring by the state.

## External links disclaimer

The state of Wisconsin is not responsible for the contents of any off-site pages referenced. The state cannot control and is not liable for the defamatory, offensive, or illegal conduct of other users, links, or third parties. The risk of injury from the foregoing rests entirely with you, the user. Links from the state of Wisconsin's webpages on the World Wide Web to other sites do not constitute an endorsement from the state. These links are provided as an information service only. It is the responsibility of the web surfer to evaluate the content and usefulness of information obtained from other sites. WisDOT's Internet site contains links to other related World Wide Web Internet sites and resources. Since WisDOT's Internet site is not responsible for the availability of these outside resources or their contents, you should direct any concerns regarding any external link to its site administrator or webmaster.

## Liability disclaimer

Neither the state of Wisconsin, nor any of its agencies nor any of its employees shall be held liable for any improper or incorrect use of the information described and/or contained herein and assumes no responsibility for anyone's use of the information. In no event shall WisDOT or its employees be liable for any direct, indirect, incidental, special, exemplary, or consequential damages (including, but not limited to, procurement or substitute goods or services; loss of use, data, or profits; or business interruption) however caused and on any theory of liability, whether in contract, strict liability, or tort (including negligence or otherwise) arising in any way out of the use of this system, even if advised of the possibility of such damage. This disclaimer of liability applies to any damages or injury, including but not limited to those caused by any failure of performance, error, omission, interruption, deletion, defect, delay in operation or transmission, computer virus, communication line failure, theft or destruction or unauthorized access to, alteration of, or use of record, whether for breach of contract, tortious behavior, negligence or under any other cause of action.

## Social comment policy

WisDOT is not responsible for content posted by subscribers. WisDOT reserves the right to remove any messages or postings that are irrelevant or inappropriate. Inappropriate comments include, but are not limited to, obscene, threatening, abusive or vulgar comments; comments unrelated to the topic of the forum; commercial promotions or spam; duplicative postings by the same person or entity; information posted in violation of the law and material that is not directly related to the discussion.

Advertising posted on social media sites are a byproduct of using the site. WisDOT does not

endorse any advertising content on social media sites.

## Warranties and accuracy of data disclaimer

Although the data found using the State of Wisconsin's access systems have been produced and processed from sources believed to be reliable, no warranty, expressed or implied, is made regarding accuracy, adequacy, completeness, legality, reliability or usefulness of any information. This disclaimer applies to both isolated and aggregate uses of the information. WisDOT provides this information on an "as is" basis. All warranties of any kind, express or implied, including but not limited to the implied warranties of merchantability, fitness for a particular purpose, freedom from contamination by computer viruses and non-infringement of proprietary rights are disclaimed. Changes may be periodically made to the information herein; these changes may or may not be incorporated in any new version of the publication. If you have obtained information from any of WisDOT's web pages from a source other than WisDOT pages, be aware that electronic data can be altered subsequent to original distribution. Data can also quickly become out of date. It is recommended that careful attention be paid to the contents of any data associated with a file, and that the originator of the data or information be contacted with any questions regarding appropriate use. If you find any errors or omissions, we encourage you to report them to us. Special attention should be paid to legal materials on this site. The laws governing traffic and highways change frequently. Persons doing legal research and advised to consult local counsel and current version of statutes, regulations and case law to confirm accuracy of any information on this site.

### Contact Information

[Contact Us](#)

[Support](#)

[Translate website](#)

[Traducir el sitio de web](#)

[翻譯網站](#)

[Website übersetzen](#)

[ترجمة الموقع](#)

[Txhais website](#)

[웹 사이트 번역](#)

[Перевести сайт](#)

### Forms/Notices

[Acceptable use policy](#)

[Forms](#)

[Legal notices](#)

[Privacy policy](#)

[Software information](#)

### WisDOT Employees

[Employee information](#)

[PTA web](#)

[HR Self-Service](#)

[Travel Expenses](#)

[WisDOT LearnCenter](#)





You have a right to inspect and copy certain records under Wisconsin's Open Records Law. This notice provided pursuant to Wis. Stat. § 19.34.

## RECORDS INSPECTION AND PHOTOCOPYING GUIDE

The Wisconsin Department of Transportation (WisDOT) is composed of the Office of the Secretary, three executive offices and five functional divisions, each of which maintains records covered by Wisconsin's open records law. The Office of the Secretary and the main offices of the functional divisions are located at 4822 Madison Yards Way, South Tower, Madison, WI. Some of the functional divisions have regional offices and records located throughout the state. Please search your telephone directory or the Internet for the WisDOT office nearest you.

## ORGANIZATION

### EXECUTIVE OFFICES

- **Office of the Secretary** oversees WisDOT's operations, policies and positions on issues related to all divisions and the state's transportation infrastructure.
- **Office of Management and Budget** coordinates the development of WisDOT's biennial budgets and analyzes policy, management and financial issues; manages the department's research and performance improvement programs.
- **Office of General Counsel** researches and drafts legal opinions, administrative rules and proposed legislation. Provides legal advice to the agency and coordinates a variety of department legal activities including administrative rule development and tracking of legislation.
- **Office of Public Affairs** provides information about WisDOT policies and programs to the general public through news releases, publications, social media and audio-visual programs; coordinates public education campaigns and distributes internal communication materials.

### FUNCTIONAL DIVISIONS

- **Business Management** manages WisDOT's day-to-day business in the areas of accounts payable, financial management services, information technology, records and forms management, facilities, fleet, purchasing, safety and risk management.
- **Transportation Investment Management** conducts long-range, multimodal transportation planning, and guides the use of state and federal transportation dollars based upon research and data analysis of the state's transportation systems.
- **Transportation System Development** oversees development, maintenance, and operations functions of the State Trunk Highway (STH) system. Provides uniform direction in planning, design, and construction phases of project delivery as well as improving the safety and efficiency of the STH system. Provides leadership in the protection of public interests and resources through public and local interactions.
- **Motor Vehicles** provides vehicle registration and drivers licenses; administers motor vehicle laws; licenses motor vehicle dealerships; and administers a vehicle emissions testing program.
- **State Patrol** enforces traffic and criminal laws; promotes highway safety; helps motorists in need; inspects trucks, school buses and ambulances; and helps local law enforcement agencies with natural disasters or civil disturbances.

## ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

It is the state of Wisconsin policy and WisDOT's public records policy that all persons are entitled to the greatest possible information regarding the affairs of government and the official act of those officers and employees who represent the people.

WisDOT, in compliance with the provisions of Wis. Stat. § 19.34 and the above-mentioned policies, provides notice to the public regarding accessibility to records for which WisDOT is responsible. These records are accessible to the public during the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday and by appointment.

WisDOT may charge reasonable copy, search and shipping fees. For electronic records, no reproduction fee will be charged if the requested records exist in electronic format, but costs for computer disks or tapes, central processing unit and staff time needed to run the computer to produce the record may be charged. The photocopy fee established by the department's public records policy, except where otherwise set by law, is set at \$0.15 per printed page and at \$0.07 per page for converting paper records to electronic format. An additional fee may also be charged of no more than \$0.14 per CD or DVD on which electronic records are provided. A mailing or shipping fee may also be charged reflecting the actual, necessary and direct cost of shipping or mailing a record. If the record search cost exceeds \$50, WisDOT may charge a location fee at the hourly rate of the lowest-paid employee capable of performing the task. The hourly rate, however, may not exceed \$30 per hour. Fees will not be charged by WisDOT for the cost to review records in order to remove or redact confidential information. DMV is authorized to charge an additional search fee for driver and vehicle title and registration records. WisDOT may require a prepayment of any fees if the total copying or chargeable search fees exceed \$5. WisDOT may also waive or reduce copy and search fees, if waiver is determined to be in the public interest. Sales tax is not charged for searches or copies of materials that are public records unless the records are produced expressly for the purpose of sale.

## PROCEDURE TO FOLLOW TO REQUEST COPIES OF RECORDS

Make your request orally, by email or in writing, to the Records Custodian listed below. If the records are not maintained by the Records Custodian, ask for help in determining where that record information is kept.

1. Once contacted, the Records Custodian will review your request to determine if the record or records exist. Any request for a record must reasonably describe the record or information sought. (Please note that not all record information is available for inspection or copying because access may be prohibited by state or federal law.)
2. Once your request has been reviewed and the Records Custodian determines existence of the record and accessibility, the Records Custodian will provide you with a copy of the record information or allow you to inspect the record information, and provide a place for that review.
3. If your request is denied, in whole or in part, the Records Custodian will explain in writing the legal reason why your request cannot be granted.
4. Please make your check for the records fees payable for the exact amount to: Wisconsin Department of Transportation, or as otherwise indicated by the Records Custodian.

## WISDOT LEGAL RECORDS CUSTODIANS AND STATE PUBLIC OFFICIALS

### Executive Offices

Craig Thompson, Secretary  
Paul Hammer, Deputy Secretary  
Joel Nilsestuen, Assistant Deputy Secretary  
Wisconsin Department of Transportation  
4822 Madison Yards Way, Room S903,  
Madison, WI 53705  
Telephone: (608) 266-1114  
FAX: (608) 266-9912  
Email: DOTEXEC@dot.wi.gov

### Division of Business Management

Casey Newman, Administrator  
Wisconsin Department of Transportation  
P.O. Box 7915, Madison, WI 53707-7915  
Telephone: (608) 266-2878

### Division of Transportation Investment Management

Aileen Switzer, Administrator  
Wisconsin Department of Transportation  
P.O. Box 7913, Madison, WI 53707-7913  
Telephone: (608) 266-5791  
FAX: (608) 267-0294

### Division of Transportation System Development

Joseph P. Nestler, P.E., Administrator  
Wisconsin Department of Transportation  
P.O. Box 7965, Madison, WI 53707-7965  
Telephone: (608) 266-8488  
FAX: (608) 264-6667  
Email: DOTDTSDDivision-Office@dot.wi.gov

### Division of Motor Vehicles

Kristina Boardman, Administrator  
Wisconsin Department of Transportation  
P.O. Box 7911, Madison WI 53707-7911  
Telephone: (608) 266-1113  
FAX: (608) 261-0136

### Division of State Patrol

Anthony Burrell, Superintendent  
Wisconsin Department of Transportation  
4822 Madison Yards Way, 9th Floor South  
Madison, WI 53705  
Telephone: (844) 847-1234  
FAX: (608) 267-4495

General Contact for WisDOT Public Records Requests  
DOTOpenRecords@dot.wi.gov

### OFFICE HOURS

WisDOT Headquarters  
Hill Farms State Office Building  
4822 Madison Yards Way, South Tower, Madison  
7:45 a.m. – 4:30 p.m.  
Transportation System Regional Offices  
7:45 a.m. – 4:30 p.m.

State Patrol Regional Posts  
7:45 a.m. – 4:30 p.m.  
Motor Vehicles Customer Service Centers  
Hours vary.  
Please inquire at appropriate office.