

## **NOTICE OF PROPOSED GUIDANCE DOCUMENT**

### **Access to Records**

Pursuant to Wis. Stat. s. 227.112, the Wisconsin Department of Transportation is hereby seeking comment on Access to Records s. 19.34, a proposed guidance document.

### **PUBLIC COMMENTS AND DEADLINE FOR SUBMISSION**

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

1. Department's website: <https://appengine.egov.com/apps/wi/dot/guidance-docs?guidDocId=DBM2>

2. Mailing written comments to:

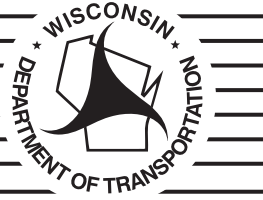
Division of Business Management  
Wisconsin Department of Transportation  
4822 Madison Yards Way  
PO Box 7915  
Madison, WI 53707-7915

### **WEBSITE LOCATION OF FINAL GUIDANCE DOCUMENT**

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

### **AGENCY CONTACT**

DOTDBMGuidanceDocs@DOT.WI.GOV



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.