

NOTICE: ACCESS TO PUBLIC RECORDS

ST. CROIX COUNTY

Effective 12/2010

**LAND AND WATER
CONSERVATION OFFICE**

**Provided pursuant to § 19.34, Wisconsin Statutes.
You have a right to inspect and copy certain records under Wisconsin's
Public Records Law, §§ 19.31-19.39, Wisconsin Statutes.**

DEPARTMENT DESCRIPTION

Land and Water Conservation Office administers the Land and Water Resource Management Plan, provides technical assistance for Farmland Preservation, Glen Hills Watershed, non-point priority Watersheds, and other conservation programs.

PROCEDURE FOR MAKING REQUESTS

Under the authority of Chapter 19 of the Wisconsin Statutes, the Land and Water Conservation Office Director is the legal custodian of the Office's records. Requests for access to public records should be directed to:

St. Croix County Land and Water Conservation Office
ATTN: Director
1960 8th AV, Suite 141
Baldwin, WI 54002
(715) 531-1905
Email: Bob.Heise@co.saint-croix.wi.us

Requests may be made during the Land and Water Conservation Office normal office hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter and time period.

As soon as practicable and without delay, the legal custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the legal custodian to respond to the request will depend on factors including the nature and extent of the request. If the legal custodian denies a written request, the requester shall receive the denial in writing.

FEES

The Land and Water Conservation Office may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the Land and Water Conservation Office may charge its standard fee of \$0.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Land and Water Conservation Office may charge the actual cost of creating a readily comprehensible copy. The Land and Water Conservation Office may charge the actual, necessary, and direct costs of locating the records if they exceed \$50. If the records are mailed to the requester, the Land and Conservation Office may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law. The Land and Conservation Office may request pre-payment if the total costs are greater than \$5. Checks should be made payable to St. Croix County.