



State of Wisconsin
Department of Financial Institutions

Scott Walker, **Governor**

Jay Risch, **Secretary**

PUBLIC NOTICE: ACCESS TO RECORDS

Provided pursuant to Wis. Stat. sec. 19.34. You have the right to inspect and copy certain records under Wisconsin's Public Records Law, Wis. Stat. secs. 19.31 - 19.39.

DEPARTMENT DESCRIPTION

The Department of Financial Institutions ("DFI") exists under the authority of Wis. Stat. secs. 15.18 - 15.185. The secretary and all appointees of DFI are state public officials as defined in Wis. Stat. sec. 19.42.

PROCEDURE FOR MAKING REQUESTS

Requests for records should be e-mailed to DFIOpenRecords@Wisconsin.gov.

Questions concerning application or interpretation of the open records law, or requests for access to records of DFI should be directed to Mark Schlei, Deputy Chief Legal Counsel, Department of Financial Institutions, Office of the Secretary, PO Box 8861, Madison, WI 53708-8861.

DFI is located at 4822 Madison Yards Way, North Tower, 4th Floor, Madison, WI 53705, and is open Monday through Friday from 7:45 a.m. to 4:30 p.m., not including official state holidays.

Pursuant to Wis. Stat. ch. 19, the secretary is the legal custodian of DFI's records. However, to facilitate public access to the records, this authority has been delegated to Heather MacKinnon, Chief Legal Counsel, Department of Financial Institutions, Office of the Secretary, PO Box 8861, Madison, WI 53708-8861, email: heather.mackinnon@wisconsin.gov.

FEES

DFI may charge the actual, necessary and direct cost of producing a record. Wis. Stat. sec. 19.35(3)(a). When the request calls for a copy of the record, and the record can be photocopied, a standard fee of \$.15 per printed page will be assessed. If paper records are converted to an electronic form, a fee of \$.07 per page will be assessed. Likewise, the standard fee for a burned compact disc (CD) is \$.14 per disc. *See* Wis. Stat. sec. 19.35(3)(b). If the requested records already exist in an electronic format and electronic copies are provided, costs will not be charged on a per-page basis, but if the record is not in readily comprehensible form, DFI may charge the actual cost of creating a readily comprehensible copy. *WIREDATA, Inc. v. Vill. Of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736. DFI may charge the actual, necessary and direct transcription costs. Wis. Stat. sec. 19.35(3)(a). DFI will not charge for the cost of reviewing records for possible redaction or removal of confidential information, pursuant to *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607.

DFI may charge the actual, necessary and direct cost of locating the records if it exceeds \$50. Wis. Stat. sec. 19.35(3)(c). Any staff time necessary for locating records will be billed at the hourly rate of \$30. If the records are mailed to the requester, DFI may charge the actual, necessary and direct shipping costs. Wis. Stat. sec. 19.35(3)(d).

The above fees apply except where a different fee is authorized by law. Pre-payment of fees may be required if the total costs are greater than \$5. Wis. Stat. sec. 19.35(3)(f). Fees totaling less than \$5 may be waived at the discretion of the department.

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Office of the Secretary

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