

**SOUTHEAST WISCONSIN PROFESSIONAL
BASEBALL PARK DISTRICT**

**POLICY ON ACCESS TO PUBLIC RECORDS
RELEASE, INSPECTION AND
REPRODUCTION OF PUBLIC RECORDS
(Amended and Restated as of January 1, 2001)**

The Southeast Wisconsin Professional Baseball Park District (the "District") is a local governmental unit organized under Chapter 229 of the Wisconsin Statutes, for the purposes and provisions listed in that chapter, including, but not limited to, the construction, operation and management of certain baseball park facilities to be located within the jurisdiction the District.

The District's jurisdiction is comprised of the following counties: Milwaukee, Racine, Waukesha, Ozaukee and Washington.

As required under Section 19.34 of the Wisconsin Statutes, the Board of the District has directed that this notice be prominently displayed in its offices so that the notice can be viewed and inspected by any member of the public. In addition, individual copies of this notice will be made available to any person who requests such a copy from the official legal custodian of the records of the District.

The District is subject to the Wisconsin Public Record Law, Section 19.31-.37 of the Wisconsin Statutes. The following information is provided to the public to assist them in obtaining access to the records of the District.

1. Legal Custodian. The Board has designated Michael R. Duckett as the official legal custodian of the records and property of the District. The official legal custodian can be contacted at the following address:

Michael R. Duckett
Southeast Wisconsin Professional Baseball Park District
One Brewers Way
Milwaukee, WI 53214
Telephone: (414) 902-4040
Fax: (414) 902-4033

2. Office Hours. Any public record of the District will be made available for inspection at the offices of the official legal custodian during normal, regular business hours upon proper request. The normal, regular business hours of the offices of the District for purposes of inspection are from 9:00 a.m. to 5:00 p.m. Monday through Friday.

3. Original Records. No original public records of the District shall be removed from the possession of the official legal custodian or his designees. The official legal custodian shall be responsible for designating where, when and how the public records of the District may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this notice.

4. Procedure for Release, Inspection, and/or Reproduction. The procedure of the District regarding the release, inspection and/or reproduction of public records is as follows:

a. After the receipt of any oral or written request for access to the public records of the District, the official legal custodian will attempt to make such records available as soon thereafter as practical. In any event, every request should be responded to within five (5) working days.

b. If a request is denied, it will be denied in writing not later than five (5) working days after the request has been made in writing. An oral request may be denied orally. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.

c. If any records of the District are requested which are necessary for the day-to-day operation of the District, then the official legal custodian may arrange for the records to be inspected after normal working hours.

d. If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian or his/her designee shall edit such records to remove the material not to be released and thereafter release the balance of the document.

5. Oral or Written Requests. It is the general policy of the District that it will respond to both oral and written requests for records of the District. However, the District may require that a request for any records of the District be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to records of the District identify himself or herself in order to obtain a record, nor does any person requesting access to the records of the District need to state the reason for his or her request.

6. Reasonable Description of Request and Record Required. Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in writing.

7. Copies of Records. Any person shall have not only the right to inspect the records of the District, but also the right to receive a reproduction of such records. In the event that a person makes an oral request or files a written request for reproduction of any of the records of the District, that person shall be informed of the cost of locating and reproducing such records. Fees charged by the District relative to the cost of producing any of the public records of the District are established by the fee schedule which is attached to this notice.

8. Cost of Locating Documents. Most of the District's records are readily available, or can be located, in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed ten dollars (\$10.00).

Some of the records of the District may be in off-site storage, archived, not on-line on the District's computer or otherwise not immediately available. In these cases, where a record is not readily available for whatever reason and where it appears that the cost of locating a record will exceed ten dollars (\$10.00), the legal custodian will seek prior written approval of the requestor before proceeding. In addition, the official legal custodian will endeavor, but will not be required to provide, an estimate of the total anticipated costs for locating the record.

The District will determine the cost of locating a record by using the current average hourly rate for employees involved in attempting to locate the record, chargeable in half-hour increments.

9. Reproduction Expenses.

- a. Costs of copying and reproduction of records where equipment is available.
 - i. Twenty cents (\$.20) per first page and twenty cents (\$.20) per page for additional page.
 - ii. The actual cost to the District of the tapes or other medium used for reproduction shall also be paid by the person making the request.
- b. Costs of reproduction of records where equipment is not available within the District.
 - i. If equipment necessary for any reproduction is not available within the District, the District will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the District to the third party vendor.
 - ii. Items in such a situation would include but would not be limited to audio or videotape reproduction equipment, microfilm or fiche or ultra-fiche reproduction equipment, assorted computer hardware and software.
- c. The actual cost to the District of the tape or other medium for reproduction shall also be paid by the person making the request.

10. Disputes. The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the board and shall recommend to the board such modifications and revisions as he/she deems necessary.

11. Payment of Fees. The official legal custodian of the records of the District may require the payment of costs provided herein in advance. The official legal custodian of the records of the District may, in his/her sole discretion, elect to waive the imposition of the costs provided.