



**WISCONSIN PROFESSIONAL BASEBALL PARK DISTRICT  
POLICY ON ACCESS TO PUBLIC RECORDS  
*RELEASE, INSPECTION AND  
REPRODUCTION OF PUBLIC RECORDS*  
Adopted: March 6, 2025**

The 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 as set forth in Wis. Stat. s. 229.67.

As required under Wis. Stat. s. 19.34, 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 Records Law, Wis. Stat. ss. 19.31-.37 and s. 19.39. 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 designates the Secretary as the official legal custodian of the records and property of the District. The official legal custodian can be contacted at the following address:

Secretary  
Wisconsin Professional Baseball Park District  
1 Brewers Way  
Milwaukee, WI 53214  
Telephone: (414) 902-4040  
[contact@wibaseballdistrict.com](mailto:contact@wibaseballdistrict.com)

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 its designee(s). 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, or Reproduction (or any combination thereof). The procedure of the District regarding the release, inspection or reproduction (or any combination thereof) 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 or its designee(s) will attempt to make such records available as soon thereafter as practical and without delay. Ten (10) working days is

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generally a reasonable time for responding to a simple request for a limited number of easily identifiable documents. For requests that are not simple and those that are broader in scope, or that require location, review, or redaction of multiple records, a reasonable time for responding may be longer.

b. If a request submitted in writing is denied, it will be denied in writing. An oral request may be denied orally. If a public record cannot be made available within ten (10) working days, the official legal custodian or its designee(s) may send a brief acknowledgement indicating when a response reasonably might be anticipated.

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 or its designee(s) 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(s) 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.

8. Cost of Locating Documents. Except as otherwise provided by law or as authorized to be prescribed by law, the District may impose a fee upon a requester for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50.00 or more. Many of the District's records are readily available or can be located in a relatively short period of time. Some of the records of the District may be in off-site storage, archived, not in electronic form, 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 fifty dollars (\$50.00), the legal custodian or its designee(s) will seek prior written approval of the requestor before proceeding. In addition, the official legal custodian or its designee(s) 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 the individuals involved in attempting to locate the record, chargeable in quarter-hour increments.

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9. Reproduction Expenses.

a. Costs of copying and reproduction of records where equipment is available.

i. The District may impose a fee upon the requester of a copy of a record which may not exceed the actual necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.

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 or contract for whatever equipment is necessary to perform the function and will bill the requestor for such 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, copier for oversized plan prints, and 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 Chairperson and shall recommend to the Board Chairperson 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.