



PUBLIC NOTICE: ACCESS TO RECORDS

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, Wis. Stats.

Revised March 11, 2013

Division of Hearings and Appeals

DESCRIPTION OF THE DIVISION

The Division of Hearings and Appeals (DHA) is an independent agency attached for administrative purposes to the Department of Administration. It was created by Wis. Stats. §§15.103(1) and 301.035, and conducts administrative hearings for other State departments and agencies. The Division has offices in Madison and Milwaukee. The Division Administrator is a state public official.

GENERAL GOVERNMENT UNIT The Division's General Government Unit conducts quasi-judicial hearings for several State agencies. Among these are Department of Health Services, Department of Children and Families, Department of Natural Resources, Department of Justice, Department of Transportation, Department of Employee Trust Funds, Department of Public Instruction, Department of Safety and Professional Services, and the Waste Facility Siting Board.

CORRECTIONS HEARING UNIT The Division's Corrections Hearings Unit conducts adult Probation, Parole and Extended Supervision revocation hearings and juvenile Aftercare revocation hearings for the Department of Corrections.

WORK/FAMILY SERVICES UNIT The Division's work and family services unit conducts administrative hearings required by state and federal law for Department of Health Services, Department of Children and Families, and Department of Administration. Access to these records is restricted to the parties involved in the individual cases, pursuant to Wis. Stats. §49.83. Some decisions may be available to the public after personally identifiable information is deleted.

PROCEDURE FOR MAKING REQUESTS

Under the authority of Chapter 19 of the Wisconsin Statutes, the Division Administrator is the legal custodian of the Division's records. However, to facilitate public access to the records, this authority has been delegated to the Assistant Administrator and to the Division Administrative Services Supervisor. Any questions concerning application or interpretation of the open record law or regarding denial of access to a Department record should be directed to:

Division of Hearings and Appeals
Carla Whitley, Administrative Services Supervisor
5005 University Avenue, Suite 201
Madison, WI 53705-5400

Requests may be made during DHA's normal business hours of 7:45 a.m. to 4:30 p.m., Monday through Friday or by mail to the above address.

FEES

(all fees described below include postage and handling)

TRANSCRIPTS: If a transcript of the record has not previously been prepared, the requestor will be charged a transcription production fee of \$3.40 per page for each page of transcribed material. Second copies and original requests for previously transcribed material will be provided at a charge of \$.10 per page of copied material. The requestor may receive the document in PDF format on compact disk for which there is a charge of \$10.00 per disk. This cost is in addition to preparation fee if the record has not previously been transcribed.

OTHER DOCUMENTS: Copies of other documents of four pages or less will be provided without charge. Requests involving five pages or more will be provided at a charge of \$.25 per page beginning with page one.

AUDIO TAPES: Audiotapes will be duplicated at a charge of \$7.50 per duplicated cassette.

DIGITAL RECORDINGS: For those hearings which have been recorded in digital format, a copy of that recording will be provided on a compact disk at a cost of \$10.00 per compact disk.

ELECTRONIC AND PHOTOGRAPHIC RECORDS: If the request is for a copy of a record which is stored on a media other than printed or written documents, the requestor will be charged for the actual cost of recovery and duplication. The requestor will also be charged for the cost of mailing the material.

If the cost of locating a record exceeds \$50.00, the requestor will also be charged the actual necessary and direct cost of location.

If the fees required by this Notice exceed \$20.00, copies will be provided only upon prepayment of the required fee. Make checks payable to Wisconsin Department of Administration. Purchase orders will be accepted in lieu of prepayment.