



**WISCONSIN DEPARTMENT OF
ADMINISTRATION**

**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 February 20, 2016

DIVISION DESCRIPTION

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

The Division is comprised of four units: 1) the General Government Unit; 2) Corrections Unit; 3) Work/Family Services Unit; 4) Worker's Compensation Unit.

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 Division Administrative Services Supervisor. Any questions concerning application or interpretation of the open records law or regarding denial of access to a Division record should be directed to:

Division of Hearings and Appeals
Carla Whitley, Administrative Services Supervisor
4822 Madison Yards Way, 5th Floor North
Madison, WI 53705-5400

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

The custodian will notify the requestor of the availability of the requested records. If a request is denied due to the fact that the records are not accessible under the public records law or that the records do not exist, the custodian will provide the requestor a written denial. Requests are addressed in the order they are received. The length of time it takes to respond and fill a request depends upon the availability of resources, such as staff, to process and fill the request.

FEES

Transcript production requires a fee of \$ 3.40 per page for each page of transcribed material. Second copies and 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 a CD 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. 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. Hearings recorded digitally will be provided on a CD at a cost of \$10.00 per CD. If the request is for a copy of the record or documents within a record, that is stored off site, the requestor will be charged for the actual cost of retrieving the record, duplication costs, and the cost of mailing the material. If the fees required by this Notice exceed \$20.00, copies will be provided only upon prepayment of the required fee. DHA may charge the actual, necessary and direct cost of reproducing the record. The fees will be calculated based on the salary of the lowest paid staff member capable of performing the work. Checks should be made payable to the Wisconsin Department of Administration. Please note that above fees including shipping and handling unless otherwise stated.