

F-100a NOTICE

THE DISTRICT IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW. THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO THE RECORDS OF THE DISTRICT.

The executive assistants to the president are designated as the official legal custodians of the records and property of the District. The name of the individual presently holding this position can be obtained by contacting the District Office which is located at the following address:

Gateway Technical College
Inspire Center / President's Office
3520 - 30th Avenue
Kenosha, WI 53144-1690
(262) 564-3018 or (262) 564-3614

Upon proper request, public records of the District may be made available for inspection at the office of the official legal custodians during designated business hours, which are 9:00 a.m. to Noon and 1:00 p.m. to 3:00 p.m., Monday through Friday. No original public records of the District shall be removed from the possession of the legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the District may be inspected and copied. The decisions of the official custodians of the records shall be made in compliance with the Public Records Law and this Notice.

POLICY

The policy of the District regarding the release, inspection and/or reproduction of public records is as follows:

1. After the receipt of any 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. The custodian shall attempt to provide an initial response to every request within five (5) working days. However, in some circumstances, given the nature of the request, other pending requests or other factors, it may not be possible to fulfill the request in that time frame.
2. If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.
3. Any requests for computer records of the District will be referred to the Chief Information Officer to determine the cost of any computer search, printing charges, and availability of personnel and computer resources to conduct such a search. Computer information will not be provided until the person requesting the information is informed of the estimated costs, and in those situations, has made an initial payment towards such costs.
4. It is not necessary that any person requesting access to the records of the District identify himself or herself in order to obtain a record, nor need any person requesting access to the records of the District state any reason for request.
5. 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 the written denial.
6. Any person shall not have 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 files a written request for reproduction of any of the records of the District, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the District relative to the costs of producing any of the records of the District are listed in the PUBLIC RECORDS AND PROPERTY FEE SCHEDULE (see schedule below).

7. Any questions in regard to this Notice shall be directed to the official legal custodians of the records of the District.
8. This Notice may be modified from time to time, but absent such modification, the decisions of the official legal custodians of the records of the District shall be in conformity with its provisions.
9. Copies of the Notice hereby adopted shall be prominently displayed in appropriate locations throughout the District and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction.

**GATEWAY TECHNICAL COLLEGE
PUBLIC RECORDS AND PROPERTY FEE SCHEDULE**

COSTS OF LOCATING RECORDS

1. Most of the Gateway District's records are readily available, or can be located in any relatively short period of time. Some of these records are located in off-site storage, archives, not in the computer data base, or otherwise not immediately available.
2. There will be no locating fee imposed upon any person requesting record(s), if the costs of locating that record(s) does not exceed fifty dollars (\$50). For searches exceeding fifty dollars (\$50), a charge will be assessed for employees involved in the attempt to locate the record(s) not to exceed the actual, necessary, and direct cost of location.
3. When the estimated location costs exceed fifty dollars (\$50), the legal custodian will notify the requestor of any fees associated with fulfilling the request prior to fulfilling the request, to ensure the requestor is aware of the fees. The custodian will obtain the requestor's written agreement to the fees prior to fulfilling the request.

COST OF COPYING OR REPRODUCTION

Fees for reproduction are separate from the cost of locating records.

1. Costs of copying or reproduction of records where and when equipment is available.
 - a. Twenty-five (25) cents for the first page and ten (10) cents for each additional page.
 - b. The actual cost to the District of the tapes or other medium used for reproduction shall also be paid by the requestor.
2. Cost of copying or reproduction of records where and when equipment is not available within the District:
 - a. If equipment necessary for any reproduction is not available within the District, then the District will arrange for the reproduction. The cost charges will be the actual costs paid by the District to the third party vendor.
 - b. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra-fiche reproduction equipment and various computer hardware and software.
 - c. The actual cost to the District of the tape or other medium used for reproduction shall be paid by the requestor.

DISPUTES

The official legal custodian of the records of the District shall report any disputes which arise under this fee schedule to the Gateway District Board and shall recommend to the Gateway District Board such modifications and revisions as deemed necessary.

PAYMENT OF FEES

The official legal custodian of the records of the District will require the payment of costs provided herein in advance in cash.

Adopted: December 20, 2010 (responsible department: President's Office)

Supersedes: March 15, 2005, July 15, 2002

Reaffirmed &/or Updated: August 2014