Open Records Process

Requests Submitted

Request Received by General Staff, Regional/Program Coordinators

Simple

If Not Received by Appropriate Staff sent to Appropriate Staff to complete

Request Closed

Complex

Request Received by Department Open Records Coordinator

dnrecordsresponse
@wisconsin.gov

Cooperator Works with Staff to Identify Potential Record Holders and Determines if Pre-Billing will be Required for Location Time

Small Estimated Location Time Cost (No Pre-Bill Required)

Coordinator Works with Staff to Collect Records

Bill Location Time If Necessary

Division Review and Legal Review if Necessary

Large Estimated Location Time Cost (At least $50 or more)

Pre-bill Location Time (Additional Invoice/Refund May be Necessary)

Cooperator Works with Staff to Collect Records

After Payment is Received, Coordinator Works with Staff to Collect Records

Division Review and Legal Review if Necessary

Coordinator Determines Review/Copying Arrangements With Requester

Request Closed

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