



PUBLIC NOTICE - ACCESS TO DNR RECORDS AND FEES

The Wisconsin Department of Natural Resources (DNR) is committed to the principles of open government and accountability. All records that are created or received by the DNR and its employees in connection with the transaction of public business are subject to public inspection, whatever its form. The working principle is that unless a record is specifically exempt from this requirement, the record shall be released to the public. Fees for requests are assessed as described below.

DNR Record Locations

The DNR website, dnr.wi.gov, provides a great deal of information about DNR activities and can provide direct access to this information as well as records related to these activities, operations and decisions. This information may be found using the [search feature](#). Agency records may be located in any of our offices throughout the state. For a list of office locations, see DNR internet page <http://dnr.wi.gov/contact/OfficeLocations.html/>.

Requesting DNR records

The preferred method of submitting open records requests is to send the request via email to dnrrecordsresponse@wisconsin.gov. For convenience, a request form ([Open Records Request](#), form 9500-096) is available which can be filled out and submitted by email, fax or mailed to:

DNR Department Open Records Coordinator *email:* dnrrecordsresponse@wisconsin.gov
 PO Box 7921 *phone:* 608-266-2177
 Madison, WI 53707-7921 *fax:* 608-266-6983

Hours of Business and Times to Inspect Records

DNR records are available for inspection and copying, Monday - Friday during regular office hours by appointment only.

Fees for Copies of Records

The Department charges actual, necessary and direct costs for locating and copying records. DNR has established the fees listed below. We will review your request and contact you if a fee will be required. Some fees will require prepayment before the request can be fulfilled.

<u>Service</u>	<u>Fee</u>
Per page fee for copying and printing	15 cents per page (Paper printed on both sides equals two pages)
Per page for scanning	7 cents per page (Paper printed on both sides equals two pages)
Location fee	\$25 per hour if the cost is \$50 or more*
CD/DVD/diskette	actual and direct cost
Photographic work, reproduction, transcription	actual and direct cost
Postage for mailing or shipping	actual and direct cost

- The agency will not charge for the cost of reviewing records for possible redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court's ruling in Milwaukee Journal Sentinel v. City of Milwaukee, 2012 WI 65, 341 Wis. 2d 607
- Reproduction costs will not be charged on a per-page basis if the agency provides electronic copies of records that already existed in electronic format.

*If the hourly rate of salary and fringe benefits for lowest paid employee capable of locating records is less than \$25 per hour it must be billed at that employee's hourly rate.