



## PUBLIC RECORDS ACCESS

**No:** S-45

**Authority:** UWM Administration  
Wis. Statutes sec. 19.31-19.37  
20 U.S.C. 1232g (sec. 438 of the  
General Education Provisions Act)

**Date:** April 2015 (revised-2)  
December 2011 (revised)  
February 1992 (original)

**Initiator:** Vice Chancellor for University Relations & Communications

**Responsible Party:** Office of Public Records

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A. Policy

UWM reaffirms State of Wisconsin policy with respect to public access to its records as indicated in sec. 19.31, Wis. Stats., the Wisconsin Public Records law. This law recognizes a presumption of public access except in cases where exemptions apply. A person making a request under this law is not required to provide identification or any reason for the request.

B. Legal Custodian

Since UWM has a decentralized records system involving highly diverse records, the chancellor shall designate a legal custodian of all public records of the University of Wisconsin-Milwaukee pursuant to sec. 19.33(4), Wis. Stats.

It shall be the responsibility of the legal custodian to render a final decision involving any denial of access to public records at UWM and to provide such requesters with written statements of the reasons for denying requests.

C. Procedure for Requesting Records

Any individual seeking UWM records may request them from the person in charge of the unit or department where the records are maintained. If there is no uncertainty about granting access, requests should be honored as soon as practicable. If there is uncertainty about granting access, immediate consultation with the legal custodian must occur for instructions as to how the request is to be processed.

D. Temporary Ban on Destruction of Records

No requested records may be destroyed or disposed of until after the request is granted or until at least 60 days after the date the request is denied.

E. Fees

1. **Reproduction fees.** Copies of all letters or legal-sized documents shall be provided at the rate of 25 cents per page, whether hard copy, scanned copy, or other electronic copy. A two-sided hard copy constitutes two pages. Copies of records in other formats shall be provided at the actual necessary and direct cost of reproduction and transcription. Requesters are not permitted to take photographs of records during any in-person records inspection in lieu of requesting copies of documents.
2. **Locating fees.** UWM may charge for the actual, necessary, and direct cost of locating a record; however, there shall be no fee for locating UWM records unless the actual necessary and direct cost of location is \$50 or more.
3. **Collection of fees.** Where fees for requested records exceed \$5, prepayment is required. Fees that are nominal may be waived if the cost of collecting and processing exceeds the charges or where a waiver or reduction of fee is in the public interest.<sup>1</sup>
4. **Other records fees.** The establishment of a fee for records reproduction does not preclude different charges for specific types of documents issued or published by UWM such as academic transcripts, publications or medical records.

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<sup>1</sup> Prior to any waiver pursuant to sec. 20.905(3), Wis. Stats., or sec. 19.35(3), Wis. Stats., there must be approval given by the legal custodian.