



PERSONNEL REVIEW BOARD

# Milwaukee County

Veronica W. Robinson · Executive Secretary

## **NOTICE OF AVAILABILITY OF PUBLIC RECORDS**

(S 19.31 to 19.39, Wis. Stats.)

The Office of the PERSONNEL REVIEW BOARD is an authority for the purpose of record keeping as defined in Section 19.32(1), Wis. Stats. The general purpose of this office is to assure a fair and impartial due process hearing for the discipline or discharge of County employees as provided by law and as prescribed under Wis. Stats. 63.10 and 63.12, Chapters 17.207 and 33 C.G.O., and cases referred under Chapter 9 of C.G.O.

Records as defined under Section 19.34(2), Wis. Stats., are retained in the Personnel Review Board office, Milwaukee County Courthouse Room 212. Where authorized, records are available between the hours of 8:00 A.M. and 4:30 P.M. Monday through Friday, excluding holidays.

Veronica W. Robinson, Executive Secretary, is the designated legal custodian of public records maintained in the Office of the Personnel Review Board.

Requests to view or copy records should be in writing and addressed to the legal custodian. As soon as practicable and without delay, records requests will either be filled or, in accordance with the custodian's decision, denied. If the request is denied, the custodian, or the custodian's designee, will provide a statement of the reason for the denial. It is solely within the discretion of the custodian whether or not a copy of the record will be reproduced. The cost of copies is twenty cents (\$0.20) per image. If the total estimated cost of the reproduction exceeds five dollars (\$5.00), prepayment may be required by the custodian at his or her discretion.

Sincerely,

MILWAUKEE COUNTY PERSONNEL REVIEW BOARD

Veronica W. Robinson, Executive Secretary

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