



# Milwaukee County Ethics Board

## NOTICE OF AVAILABILITY OF PUBLIC RECORDS

**(S. 19.31 to 19.39, Wis. Stats.)**

The Office of the Milwaukee County Ethics 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 enforcement of the Milwaukee County Code of Ethics, including maintaining custody of Statements of Economic Interests filed with the Board, as required of designated County officials and employees, and conducting investigations and hearings of charges of County Ethics Code violations by County officials and employees.

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

The Executive Director is the designated legal custodian of public records maintained in the Office of the Ethics Board. The Administrative Assistant may act as legal custodian in the absence of the Executive Director.

Requests for records may be made orally or in writing and addressed to Ethics Board Executive Director. Access to records will be made available for review to any person requesting them, except where the right to inspect or copy a record does not apply. The legal custodian shall be vested by the Ethics Board with full legal power to render decisions and carry out the duties of the Ethics Board pertaining to records requests. It is solely within the discretion of the custodian whether or not access will be permitted, except where access is required by law. It is also solely within the discretion of the custodians whether a copy of the requested records will be reproduced. The cost of copies is fifteen cents (\$0.15) per image or two-dollars and fifty-cents (\$2.50) for a compact disc. EXACT CHANGE IS REQUIRED. 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 ETHICS BOARD