



Milwaukee County Personnel Review Board

NOTICE OF AVAILABILITY OF PUBLIC RECORDS

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

The Office of the Milwaukee County 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. Records are available between the hours of 8:00 A.M. and 4:30 P.M. Monday through Friday, excluding holidays.

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

Requests for records may be made orally or in writing and addressed to Personnel Review Board Executive Secretary. 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 Personnel Review Board with full legal power to render decisions and carry out the duties of the Personnel Review 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 PERSONNEL REVIEW BOARD