

## **NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS OFFICE OF SHERIFF**

Except as otherwise provided by law, any requester has the right to inspect any record or document maintained by the Office of Sheriff. Any requester has the right to make or receive a copy of a record for the cost set forth below.

**THE MARATHON COUNTY BOARD** has adopted a policy of full compliance with public records provisions of Wisconsin Statutes Sections 19.31 to 19.39, effective January 1, 1983. There is a presumption in favor of disclosure. Any denial of disclosure will specify the reason for denial.

**The Office of Sheriff** provides public safety services to the citizens of Marathon County, the County Board of Supervisors, Committees, Commissions, Boards, Departments and Agencies of Marathon County.

**SUBJECT** to the above statements, records are available from this Office for inspection and copying as follows:

- 1. LEGAL CUSTODIAN:** Sheriff Scott Parks
- 2. DESIGNEE IN THE ABSENCE OF LEGAL CUSTODIAN:** Administrative Captain Jason Plaza
- 3. LOCATION:** Sheriff's Department, Marathon County Court House, 500 Forest Street, Wausau, WI 54403
- 4. REQUESTS** may be verbal or written. The requester does not have to disclose his/her identity or the reason for requesting public records.
- 5. TIME OF REQUESTS:** Requests may be made during regular business hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. at the location listed above, or by telephone at (715)261-1200 or by fax at (715)261-1221.
- 6. COST**
  - a. Copies of records shall be provided at \$.20 per page, except if or as provided otherwise in the Wisconsin State Statutes or Marathon County Ordinances.
  - b. Copies of CDs shall be provided at \$5.00 per CD.
  - c. If the actual cost of locating a record exceeds \$50.00, the requester will be charged the actual, necessary and direct cost of location.
  - d. Requesters will be charged the actual cost of mailing requested records.
- 7.** If a requester objects to a denial of access, the requester may request review by the local district attorney or Attorney General. The requester may also pursue legal action as authorized by law.