

## CITY OF LA CROSSE: PUBLIC RECORDS NOTICE

Post pursuant to §19.34 Wisconsin Statutes

The City of La Crosse is a Wisconsin municipal corporation. Indicated below are the legal custodians of public records of the City of La Crosse. Except as otherwise provided, members of the public may obtain information and access to the City's public records, or obtain copies of these records as provided in §19.34, Wis. Stats., and La Crosse Municipal Code Chapter 2, Article VI, by contacting the following individuals directly:

### CITY OF LA CROSSE LEGAL CUSTODIANS OF RECORDS

- A. The City Clerk is the legal custodian for the Common Council and for any committees (Cmte), commissions (Comm), boards, or other authorities created by ordinance or resolution of the Common Council that are not otherwise listed below. The City Clerk is located in City Hall, 2<sup>nd</sup> Floor, 400 La Crosse St., La Crosse, WI 54601.
- B. The Department Heads of the following departments are the legal custodians for public records in their possession:

DEPARTMENT & related Committees	LEGAL CUSTODIAN	ADDRESS
AIRPORT, Aviation Board	<i>Airport Manager</i>	2850 Airport Rd, c/o Airport Manager's Office, La Crosse, WI 54601
CITY CLERK'S OFFICE	<i>City Clerk</i>	400 La Crosse Street, La Crosse, WI 54601 (2 <sup>nd</sup> Fl)
ENGINEERING AND PUBLIC WORKS	<i>Director of Engineering and Public Works</i>	400 La Crosse Street, La Crosse, WI 54601 (4 <sup>th</sup> Fl)
FINANCE AND HUMAN RESOURCES, Police & Fire Commission, Treasurer	<i>Director of Finance &amp; Human Resources</i>	400 La Crosse Street, La Crosse, WI 54601 (6 <sup>th</sup> Fl)
FIRE DEPARTMENT-DIVISION OF FIRE PREVENTION AND BUILDING SAFETY Board of Building and Housing Appeals, Board of Electrical Examiners, Board of Gas Examiners	<i>Fire Chief</i>	726 5th Avenue South, La Crosse, WI 54601
INFORMATION AND TECHNOLOGY (City Employee Computer Support)	<i>Director of Information and Technology</i>	400 La Crosse Street, La Crosse, WI 54601 (5 <sup>th</sup> Fl)
LA CROSSE CENTER, La Crosse Center Board	<i>La Crosse Center Manager</i>	300 Harborview Plaza, La Crosse, WI 54601
LEGAL DEPARTMENT	<i>City Attorney</i>	400 La Crosse Street, La Crosse, WI 54601 (6 <sup>th</sup> Fl)
LIBRARY, Library Board	<i>Library Director</i>	800 Main Street, La Crosse, WI 54601
MAYOR'S OFFICE	<i>Mayor</i>	400 La Crosse Street, La Crosse, WI 54601 (6 <sup>th</sup> Fl)
MUNICIPAL COURT	<i>Municipal Judge</i>	400 La Crosse Street, La Crosse, WI 54601 (1 <sup>st</sup> Fl)
MUNICIPAL TRANSIT UTILITY (MTU), MTU Board	<i>Transit Manager</i>	2000 Marco Drive, La Crosse, WI 54601
PARKS & RECREATION, FORESTRY, FACILITIES AND GROUNDS, Board of Park Commissioners, Building and Grounds	<i>Director of Parks and Recreation, Forestry, Facilities and Grounds</i>	400 La Crosse Street, La Crosse, WI 54601 (1 <sup>st</sup> Fl)
PLANNING, DEVELOPMENT AND ASSESSMENT, Community Development Block Grant Cmte, City Plan Commission, Redevelopment Authority, Joint Board of Harbor Commission, Heritage Preservation Cmte, Housing Rehabilitation Cmte, Economic Development Commission	<i>Director of Planning, Development and Assessment</i>	400 La Crosse Street, La Crosse, WI 54601 (3 <sup>rd</sup> Fl)
POLICE, Parking Utility Board	<i>Police Chief</i>	400 La Crosse Street, La Crosse, WI 54601 (1 <sup>st</sup> Fl)
STREET, Recycling	<i>Superintendent of Streets</i>	MSC, 2000 Marco Dr, La Crosse, WI 54601
WATER & WASTE WATER UTILITY	<i>Utilities Manager</i>	400 La Crosse Street, La Crosse, WI 54601 (5 <sup>th</sup> Fl)

#### ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

City of La Crosse records are accessible to the public Monday through Friday, from 8:30 a.m. to 5:00 p.m., or such other hours as the department is open to the public. In some cases, records may require retrieval and therefore may not be immediately available for inspection.

The City of La Crosse may charge reasonable copy and search fees. For electronic records, this includes costs for computer disks or tapes, central processing unit and staff time needed to run the computer to produce the record. The City of La Crosse charges for the cost of photocopying and/or producing electronically requested records at a rate of \$0.25 per page. There will be an additional charge for specialized documents, including photographs and videotapes and when searches are required. Additional search fees may be charged only if the record search exceeds \$50. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay. Please confirm the fee before you finalize your request.

#### PROCEDURES TO FOLLOW TO REQUEST COPIES OF RECORDS

1. Make your request orally or in writing to the Legal Custodian listed. If the records are not maintained by the Legal Custodian, ask for help in determining where that record information is kept.
2. Once contacted, the Legal Custodian will review your request to determine if the record exists. Any request for a record must reasonably describe the record or information sought. (Please note that not all record information is available for inspection or copying because access may be prohibited by state or federal law.)
3. Once your request has been reviewed, and the Legal Custodian determines existence of the record and accessibility, the Legal Custodian will provide you with a copy of the record or allow you to inspect the record, and provide a place for that review.
4. If your request is denied in whole or in part, the Legal Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you.
5. Please make your check payable for the exact amount to: City Treasurer, or as otherwise indicated by the Legal Custodian.

Revised March 2019