

ITEM NUMBER: 3.06
CHAPTER 3: Wisconsin
Statutes
CODE: Policy
COMPUTER ID: WS-6

Title: Open Records Law: Marathon County Public Library Open
Records Law Legal Custodian Interpretations of
Effective Date: 12-22-86
Authorized By: Library Board of Trustees
Date of Last Revision: 2-2012

Marathon County Public Library
Open Records Law
Legal Custodian

Acting pursuant to s.19.33(4), Wisconsin Statutes, the Marathon County Public Library Board, adopts a resolution designating the following person as the legal custodian of the public records as described. This custodian is vested with full legal authority to render decisions and carry out duties enumerated in Sub-chapter 11, Chapter 19, Wisconsin Statutes, governing public records and property.

Position of Legal Custodian: Library Director
Marathon County Public Library

Records for which they are custodian: -Board minutes and related materials
-Deeds and legal records held by Library Board
-Library customer records
-Library employee personnel records
-Financial accounting, property and all
administrative records

Location of Records: Administration Office
Marathon County Public Library
Headquarters
300 N First Street
Wausau, WI 54403

The hours during which interested individuals may request access to or a copy of public records are: 9:00 AM to 5:00 PM, Monday through Friday, except legal holidays. Information on requesting access to or obtaining copies of public records, the costs that may be charged, the period of time allowed for acting on a request, and the legal remedies available to an individual whose request is delayed or denied is available through the Administration Office.

Adopted by the
Library Board of Trustees
December 22, 1986