



Title: Public Records	Original Adoption: 12 October 2006
Approved by DMI BOD: 12 October 2006	Revised/Reviewed: ---

1. Designation of Public Records

The DMI board hereby reaffirms the public policy that all of its records as defined in Section 19.32(2), Stats., are public records subject to release, inspection and reproduction, except as otherwise provided for by law.

2. Designation of the Legal Custodian

The DMI board hereby designates the Executive Vice President as legal custodian of the records.

The Executive Vice President may designate duties and responsibilities of this the Wisconsin Public Records law to a deputy legal custodian. The legal custodian or his/her deputy shall be responsible for the release of public records of DMI, the conditions under which records may be inspected, and the collection of costs for the location and reproduction of records.

3. Powers of the Legal Custodian

All requests for the inspection, release, and/or reproduction of the public records of the DMI shall be directed or referred to the legal custodian or his or her deputy. The legal custodian is hereby vested with full legal power to make decisions concerning the inspection, release, or reproduction of records as permitted under Wisconsin's Public Records and property law.

Any costs or fees incurred by the DMI in the conduct and implementation of this policy shall be indemnified by DMI and will not be treated as a personal liability of the custodian, unless penalties are incurred on account of the legal custodian or deputy's act or omission which is willful and in bad faith.

4. Procedure for the Inspection, Release, or Reproduction of Records and Property of the District

The official notice of the procedures for release of public records shall be prominently displayed at all campus locations and made available on request to any member of the public upon demand. It is further directed that all employees of the district be informed of the requirements of the Wisconsin Public Records and property law and the provision of this policy.



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5. Preservation of Records

All public records of DMI, as defined in Sec.19.32 (2), shall be preserved in accordance with provisions of appropriate Wisconsin Statutes. Records of DMI board minutes and other documents are available in either hard copy or electronic record. The official record for any DMI board action is the hard copy version on file at the:

DMI Corporate Office
200 West Grand Avenue – Suite B
Port Washington, WI 53074

OFFICIAL NOTICE **Procedures for Release of Public Records**

THE FOLLOWING INFORMATION IS PROVIDED TO THE PUBLIC TO ASSIST THEM IN OBTAINING ACCESS TO AND COPIES OF RECORDS OF DMI UNDER THE WISCONSIN OPEN RECORDS LAW.

Copies of this notice are available from the legal custodian of the records.

I. LEGAL CUSTODIAN OF RECORDS

DMI has designated the Executive Vice President as the legal custodian of the records of the company.

II. OFFICE HOURS

Requests for records may be made by contacting the custodian between 8:00 a.m. and 4:00 p.m., Monday through Friday. The offices of DMI are closed on Saturdays, Sundays, and legal holidays. After hours, oral records requests can be recorded by DMI telephone voicemail. Additional information can be obtained by contacting DMI via e-mail: steve@districtsmutualinsurance.com

III. RELEASE, INSPECTION, AND REPRODUCTION OF PUBLIC RECORDS

Any person may request public records of DMI. Any person requesting access to the records of DMI need not identify himself or herself in order to obtain a record nor state any reasons for the request.

No original public records of the district are to be removed from the possession of the legal custodian. The legal custodian shall be responsible for designating where, when, and how the public records of the district may be inspected and copied. However, the decisions of the official custodian shall be governed by this notice. Any request for a record must reasonably describe the record sought. If the legal custodian cannot reasonably determine what records are being requested, the request shall be denied.



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Upon request for any record, the legal custodian shall, as soon as practicable and without delay, either fill the request or notify the requestor of the determination to deny the request in whole or in part and the reasons therefore. If a written request is denied in whole or in part, the requestor shall receive a written statement of the reasons for denying the written request. If a request is made orally, the district may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requestor within five (5) business days of the oral denial.

If it is determined that portions of a requested record should not be released, the legal custodian shall edit those records and remove the material not to be released and thereafter release the balance of the record.

Any request for computer-generated records of the district will not be provided until the requestor is informed of the estimated costs and agrees to pay them.

IV. FEES

Fees charged by DMI relative to the costs of locating or reproducing any records of the company are as follows:

A. Fees for Locating Records

In general, DMI records are available and can be located in a reasonable period of time. There will be no location fee imposed upon any person who requests a record, if the costs of locating that record do not exceed \$50.00. DMI has established the hourly rate of \$50.00 per hour for employees involved in attempting to locate a record.

B. Reproduction Fees

1. Fees for copying and reproducing existing records and staff service are available on-site shall be charged to the requestor as follows:

a. Records which are normally reproduced in multiple copies for general distribution (i.e., DMI agenda, annual budget report, audit) will continue to be made available upon request at no cost.

Other reproduction fees are:

b. 25 cents per page – Photocopies; \$30 per hour, in one-quarter hour increments for transcription of taped records.

c. Where the record is contained in the computer records of DMI, the requestor will be charged prevailing data processing staff rates for CPU processing and printer time.



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- d. In addition to the transcription, duplication, or processing charges, the actual cost to DMI of the tape or other medium used for reproduction shall also be paid by the requestor.
2. If it is necessary for DMI to lease equipment or contract with a third party vendor to supply reproduction services, the requestor cost will be those actual costs incurred by DMI.
 3. The requestor shall be charged for the actual necessary and direct cost of mailing or shipping of any copy of a record which is mailed or shipped to the requestor.
 4. DMI reserves the right to require prepayment by a requestor of any fee or fees imposed by this policy if the total amount exceeds \$5.00.