

ACCESS TO PUBLIC RECORDS

(Reference DWD Policy 702 – Access to Public Records)

The Wisconsin Department of Workforce Development administers benefit payments that reduce the effects of loss of personal income due to unemployment or work-related injury. The Department operates employment and training programs at state Job Centers under the Workforce Investment Act so that workers will have access to the jobs and support services they need and employers will have the qualified workers they need. The Department also provides vocational rehabilitation services, decides discrimination cases in housing and employment, secures payment of wages that are due, and enforces other state labor laws. The Department has designated one legal custodian of public records for the entire department and deputy custodians as indicated below.

Members of the public may obtain information and access to the Department's public records, or obtain copies of these records, by contacting the legal custodian: Howard Bernstein, DWD Legal Counsel, 201 East Washington Avenue, Room A400, P.O. Box 7946, Madison, WI 53707-7946, telephone (608) 266-9427. If you prefer, you may contact any of the Department's record custodians directly if you seek records which you believe to be in their possession. The Department's main office is open Monday - Friday, 7:45 a.m. to 4:30 p.m. Some locations other than the main office in Madison may have more limited hours.

Please make your request, orally or in writing, for the specific record(s) you seek to either the legal custodian or one of the record custodians during the office hours specified. Please direct your request to only one of the custodians, who will forward it to a different custodian if necessary. The Department may bill you \$0.15 for each copy made. There may be additional charges for transcription, mailing or locating records. Some requests may require prepayment.

Requestors appearing in person may be asked to make their own copies, or the Department will make copies for requestors at its option.

Department Record Custodians:

Office of the Secretary – Howard Bernstein, DWD Legal Counsel (608) 266-9427

Administrative Services Division – Bureau of Information Technology Services - Dawn Bluma (608) 266-5515; Bureau of Human Resources – Lynda Hanold, 266-6496; Bureau of General Services – Margaret McGrath, 266-1777.

Division of Vocational Rehabilitation – Joanna Richard (608) 261-0074

Division of Employment and Training – Gary Denis (608) 266-3623

Equal Rights Division – John Conway (608) 266-0946

Unemployment Insurance Division – Jeff Becker (608) 261-0210

Worker's Compensation Division – John Metcalf (608) 266-6841

Labor and Industry Review Commission – Tracey Schwalbe (608) 266-7728