

# ACCESS TO PUBLIC RECORDS

(Reference DWD Policy 702 - Access to Public Records)

The Wisconsin Department of Workforce Development (DWD) makes Unemployment Insurance payments, operates employment and training programs at state Job Centers, provides vocational rehabilitation services to persons with disabilities, decides discrimination cases in housing and employment, secures the payment of wages that are due, administers the Worker's Compensation law, and enforces other state labor laws. The Department has designated a 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 Department's public records email address at [OpenRecords@dwd.wisconsin.gov](mailto:OpenRecords@dwd.wisconsin.gov), or the Department's legal custodian: Karl Dahlen, Chief Legal Counsel, 201 East Washington Avenue, Room A400, P.O. Box 7946, Madison, WI 53707, telephone (608) 266-9427. If you prefer, you may contact any of the Department's divisional 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.

Requestors may be charged for:

- the cost of locating records, billed at the hourly rate and salary and benefits for the lowest-paid employee capable of performing the task (but in no event more than \$30.00 per hour), and then only if the total cost of locating records is \$50.00 or more
- photocopies and photographic reproduction of \$.15 per page, provided that reproduction costs will not be charged on a per-page basis if the department provides electronic copies of records that already existed in electronic format
- transcription fees
- mailing and shipping costs

The costs of separating or redacting the confidential parts of records from the public parts may not be charged to requestors. 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.

## ***Divisional Record Custodians:***

### **Office of the Secretary**

Karl Dahlen , Chief Legal Counsel (608) 266-9427 [Karl.Dahlen@dwd.wi.gov](mailto:Karl.Dahlen@dwd.wi.gov)

### **Administrative Services Division**

All-Division Records - Dawn Bluma (608) 266-5515 [Dawn.Bluma@dwd.wi.gov](mailto:Dawn.Bluma@dwd.wi.gov)

Human Resource Services – Steve Laesch (608) 266-1092 [Steve.Laesch@dwd.wi.gov](mailto:Steve.Laesch@dwd.wi.gov)

Bureau of General Services - Margaret McGrath (608) 266-1777 [Margaret.McGrath@dwd.wi.gov](mailto:Margaret.McGrath@dwd.wi.gov)

### **Division of Vocational Rehabilitation**

Alaina Knief (608) 261-0077 [AlainaA.Knief@dwd.wi.gov](mailto:AlainaA.Knief@dwd.wi.gov)

Danielle Russell (608) 261-0076 [Danielle.Russell@dwd.wi.gov](mailto:Danielle.Russell@dwd.wi.gov)

### **Division of Employment and Training**

Bruce Palzkill (608) 266-3623 [Bruce.Palzkill@dwd.wi.gov](mailto:Bruce.Palzkill@dwd.wi.gov)

### **Equal Rights Division**

Morgan Dixon (608) 266-7560 [MorganM.Dixon@dwd.wi.gov](mailto:MorganM.Dixon@dwd.wi.gov)

### **Unemployment Insurance Division**

Jeff Becker (608) 261-0210 [Jeffrey.Becker@dwd.wi.gov](mailto:Jeffrey.Becker@dwd.wi.gov)

### **Worker's Compensation Division**

Brian Krueger (608) 267-4415 [Brian.Krueger@dwd.wi.gov](mailto:Brian.Krueger@dwd.wi.gov)