



WISCONSIN OFFICE OF THE SECRETARY OF STATE **PUBLIC RECORDS POLICY**

The Wisconsin Office of the Secretary of State maintains the official acts of the Legislature and Governor, and keeps the Great Seal of the State of Wisconsin as required by Wisconsin's Constitution. In addition, the Office administers program responsibilities as set forth in some 100 sections of the Wisconsin Statutes; including issuing authentications and apostilles, filing oaths of office, and filing deeds for state lands and buildings.

Obtaining Records from the Office of the Secretary of State:

1. Requests for access to a public record may be made in writing, and directed to: Records Division Administrator, P.O. Box 7848, Madison, WI 53707-7848 or to sosrecords@wisconsin.gov.
2. A request for access to public records must reasonably describe the record(s) sought and be reasonably limited as to the subject matter or period of time corresponding to the record(s) sought.
3. Request for access to, and inspection of, any public records may be made during the Office's regular business hours (Monday-Friday, 8am to 12pm, 1pm-4:30pm, exclusive of legal holidays at B41W State Capitol, Madison WI).
4. No request will be denied for any refusal to be identified or to state the purpose of the request. However, reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. For certified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the Office of the Secretary of State as required by law, the cost is \$0.50 per page and \$5.00 per certificate and \$10.00 for special certificates. Wis. Stat. § 14.38(9).
6. For uncertified copies of any law, resolution, deed, bond, record, document or paper deposited or kept in the Office of the Secretary of State as required by law, the cost is the actual and necessary cost of reproduction and the actual and necessary cost of transcription or \$2.00, whichever is greater. Wis. Stat. § 14.38(9).
7. The fee for certificates as to results of searches of the records and files of the Office of the Secretary of State is \$5.00 when a printed form is used and \$10.00 when a specially prepared form is required. Wis. Stat. § 14.38(9).
8. An additional \$25.00 will be charged for preparing any record or certificate described in sections 5 through 8 above in an expeditious manner. Wis. Stat. § 14.38(9).
9. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request is \$50.00 or more, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceeds \$5.00. Wis. Stat. § 19.35(3).