

Open Records Policy

This document comprises the Open Records Policy (“Policy”) for the Office of the Special Counsel (“Office”), and is immediately effective upon signature of the Special Counsel. This document sets forth internal procedures for best record-keeping practices, with two goals in mind. First, to comply with all applicable Wisconsin state law, especially Wisconsin Stat. §§ 19.31-39. Second, to enable the Office to expeditiously complete its mission for the State of Wisconsin.

This document is not intended to have any binding legal force outside the Office. Rather, it is an internal manual for managerial purposes. For specific questions, please contact the Office, or consult the relevant sections of the Wisconsin Code, or the advisory manual published by the Office of the Attorney General, entitled “Wisconsin Public Records Law Compliance Guide” (“Guide”). A copy of this manual will be made available to all staff of the Office, including contractors.

Definitions