

## **Public Records Notice**

ECB's Executive Director is the legal custodian of the agency's records; the Deputy Director and Administrator of Engineering serve as deputy custodians.

Requests for access to public records can be made orally or in writing and directed to any of the following:

ECB Executive Director  
3319 W. Beltline Hwy  
Madison, WI 53713

(608) 264-9600

7:45 a.m. – 4:30 p.m. Monday through Friday

[Contact form](#)

ECB will not charge for electronic records, but may charge the actual, necessary and direct costs of providing printed records. The standard fee is \$0.25 per impression.

The agency will not charge for the cost of reviewing records for possible redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court's ruling in *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607.

If a requested record is not in readily comprehensible format (e.g. obsolete computer file or database entry), ECB may assess the actual cost of creating a readily comprehensible copy.

ECB may impose an hourly charge for the staff necessary to locate records, which will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task. This fee will only be assessed if the total cost of locating the requested document(s) is \$50 or more.

Requests which exceed a total cost of \$5.00 may require prepayment. The legal custodian or designee can provide other cost information. Make checks payable to the *Wisconsin Educational Communications Board*.

All requests will be processed as soon as practicable and without delay, as per gubernatorial Executive Order #189.