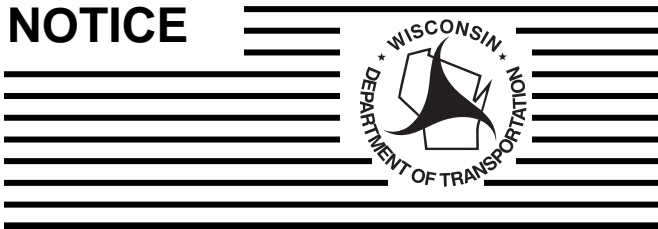


NOTICE



I-94 N-S PROJECT ACCESS TO RECORDS

YOU HAVE A RIGHT TO INSPECT AND COPY CERTAIN
RECORDS UNDER WISCONSIN'S OPEN RECORDS LAW
Post pursuant to s.19.34 Wisconsin Statutes

RECORDS INSPECTION AND PHOTOCOPYING GUIDE

The Wisconsin Department of Transportation (WisDOT) is composed of the Office of the Secretary, three executive offices and functional divisions, each of which maintains records covered by the state's open records law. The Office of the Secretary and the main offices of the functional divisions are located at 4802 Sheboygan Avenue, Madison, WI. The I-94 Team has offices in two locations:

- 1001 West St Paul Avenue, Milwaukee, Wisconsin, 53203
- 141 NW Barstow St., Waukesha, Wisconsin 53187

ACCESS

It is the policy of the State of Wisconsin that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent the people.

WisDOT, in compliance with the provisions of sec. 19.34, Wis. Stats., hereby provides notice to the public regarding accessibility to records for which the I-94 team is responsible. These records are accessible to the public during the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday and by appointment.

The photocopy fee, except where otherwise set by law, is \$.25 per page. Additional search fees may be charged if the record search exceeds \$50. Sales tax is not charged for copies of materials that are public records unless the records are produced expressly for the purpose of sale. WisDOT may require a prepayment of any fee/s if the total copying/search fees exceed \$5. WisDOT may also waive the fees, if waiver is determined to be in the public interest. Please confirm the fee before you request photocopying.

PROCEDURES & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

Make your request orally or in writing to the Records Custodian listed below. If the records are not maintained by the I-94 Team or at the main offices of the I-94 Team, ask for help in determining where that record information is kept.

1. Once contacted, the Records Custodian will review your request to determine if the record or records exist. Any request for a record must reasonably describe the record or information sought. (Please note that not all record information is available for inspection or copying)
2. Once your request has been reviewed, and the Record Custodian determines existence of the record/s and accessibility, the Record custodian will provide you with a copy of the record information or allow you to inspect the record information, and provide a place for that review.
3. If your request is denied, the Record Custodian will explain why your request cannot be granted. You may request that the reasons for denial be reduced to writing and given to you.
4. WisDOT may require prepayment of any fee if the total copy/search fee(s) exceed \$5.
5. Please make your check payable for the exact amount to: Wisconsin Department of Transportation, or as otherwise indicated by the Record Custodian.

FOR RECORD INFORMATION AVAILABLE THROUGH THE I-94 TEAM PLEASE CONTACT:

Emlynn Grisar
Telephone: (262) 521-5373
Email Address: emlynn.grisar@dot.wi.gov
Mail Address: Wisconsin Department of Transportation
P.O. Box 798
Waukesha, WI 53187-0708