

UNIVERSITY OF WISCONSIN-LA CROSSE RECORDS NOTICE, WIS. STAT. § 19.34(1)

The University of Wisconsin-La Crosse was created and exists pursuant to Chapter 36 of the Wisconsin Statutes. The University of Wisconsin-La Crosse is governed by the Board of Regents of the Universities of Wisconsin and is directed by the President of the Universities of Wisconsin and the Chancellor of the University of Wisconsin-La Crosse. See Wisconsin Statute § 36.09(2)&(3).

UW-La Crosse has designated a Custodian of Public Records in order to meet its obligations under Wisconsin Public Records Law (Wisconsin Statutes § 19.31-19.39). Requests to inspect records or receive copies of public records should be made directly to the Records Custodian via telephone, mail, e-mail or in person at Graff Main Hall during regular office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m.

Robin Tuxen
Public Records Custodian
1725 State Street
La Crosse WI, 54601
Primary email address: publicrecords@uwlax.edu

The University may bill requesters \$.25 for each copy made, but will not charge reproduction costs for electronic copies of records that exist in electronic format. A location fee may be charged if the cost to locate the record(s) in question is \$50.00 or more. Location fees will be calculated at the hourly salary and benefit rate for the lowest-paid employee capable of performing the task. No fee will be charged for the cost of reviewing records for possible redaction or removal of confidential information. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay.