

UNIVERSITY OF WISCONSIN-MADISON
PUBLIC RECORDS NOTICE
(Sec. 19.34, Wisconsin Statutes)

The University of Wisconsin-Madison (UW-Madison) is a campus of the University of Wisconsin System, which was created and exists pursuant to Chapter 36 of the Wisconsin Statutes and is governed by the Board of Regents of the University of Wisconsin System. UW-Madison is administered through various academic schools and colleges and administrative divisions.

For purposes of the Wisconsin Public Records law, the positions of Chancellor, Provost and Vice Chancellor have been designated as "state public offices."

Members of the public may obtain information and access to UW-Madison's public records, or obtain copies of these records by contacting the legal custodian, Casey A. Nagy, 500 Lincoln Drive, 161 Bascom Hall, Madison, Wisconsin 53706, telephone number 608-262-9946. If you prefer, you may contact any other appropriate university official, in the event that you seek records which you believe to be in the possession of a specific school, college or administrative division. UW-Madison's offices are officially open Monday through Friday, from 7:45 a.m. to 4:30 p.m.

Please make your request for the specific records you seek, orally or in writing, to either the legal custodian or another appropriate university official during the office hours specified above. Please direct your request to a single individual. It will be forwarded to the appropriate custodian, if necessary. You may be charged \$.15 for each copy made. In addition, a location fee may be charged, if the cost to locate the record(s) in question is \$50.00 or more. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay.

OFFICIAL NOTICE

DO NOT REMOVE

Date: January 24, 2005