

**OFFICIAL NOTICE**  
**RELEASE OF AND ACCESS TO PUBLIC RECORDS**

Southwest Tech is a public institution with the specific purpose of providing technical education. Governance of the college is provided by a District Board of Directors, the Wisconsin Technical College System Board, and Wisconsin Statutes as defined under *Wisconsin Statutes, Chapter 38*, in addition to constitutions and laws of the United States of America.

The public has a right to access official public records of the college except as otherwise provided by law. **Records are defined as having relation to the functioning of the college.** All requests must be in writing for the release, inspection, and/or reproduction/duplication of public records and shall be directed or referred to the Office of the President. Regular office hours are Monday through Friday, 8 a.m. to 4:30 p.m. with the exception of holidays and/or pre-scheduled closings.

Upon the receipt of a request for access to the public records of the College, the official legal custodian will attempt to make such records available as soon as practicable. If a request is to be denied either in whole or in part, the requestor shall promptly receive from the official legal custodian a written statement of the reasons for the denial. If a public record cannot be made available at the time the request is made, the official legal custodian will inform the requester when the record can be made available.

Any request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated.

A fee may be imposed for the location, reproduction and/or delivery of records. The fee may not exceed the actual, necessary and direct cost of location, reproduction or delivery of said record(s). Unless the cost of locating, reproducing or delivery of a record exceeds \$5 there will be no fee imposed.

A copy of this notice may be obtained from the Office of the President, 1800 Bronson Boulevard, Fennimore, WI 53809.