



Department of Employee Trust Funds Public Records Notice Wis. Stat. § 19.34 (1)

Department Description

The Department of Employee Trust Funds is headed by a secretary appointed by a 13-member Employee Trust Funds Board and is responsible for the state-administered retirement program; group insurance programs (health, life, income continuation, long-term disability and long-term care); flexible spending account program; transit and parking program; deferred compensation program for state and local government employees and state accumulated sick leave conversion credits program.

Recognizing the people's right to information about the government's decision-making process, ETF will, consistent with the state's Public Records Law (Wis. Stat. §§ 19.31 to 19.39), provide information regarding ETF's affairs, except for individual personal information restricted by statute.

How to Inspect Records

Members of the public may obtain information and access to ETF's public records, or obtain copies of these records by contacting:

Office of Legal Services
Department of Employee Trust Funds
Post Office Box 7931
Madison, WI 53707-7931
Telephone: 608-267-0389 or 608-266-0222
Email: PublicRecordsRequest@etf.wi.gov

Requests for information and access to records may be made orally or in writing between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, except legal holidays. Requests for access to a public record must reasonably describe the record sought and be limited to the subject matter and/or length of time represented by the record.

Designated Legal Custodians

Pursuant to Wis. Stat. §§ 19.33 (4) and 19.34, the ETF Secretary has designated the following ETF positions as legal custodians for the records under their respective control: The Secretary, Deputy Secretary; Assistant Deputy Secretary; administrators and deputy administrators of the Division of Retirement Services; Trust Finance and Management Services, as well as the directors of the Office of Legal Services; Communications; Enterprise Initiatives; Internal Audit; and the director and privacy officer in the Office of Policy, Privacy & Compliance and the director and deputy director in the Office of Strategic Health Policy.

Cost of Copies of Records

ETF may charge the actual, necessary and direct cost of copying, printing, recording and/or transcribing records that are releasable. The charge for photocopying or printing is \$.10 per single sided page, plus sales tax (currently 5.5%). The charge for reproduction of microfilmed documents is \$.25 per page, plus sales tax. ETF may also charge the actual, necessary and direct costs associated with staff time to perform these tasks. Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. Postage may be charged if the requester desires copies to be mailed. The cost of locating a record may be charged if the actual cost of locating the record is \$50 or more. If the total cost of responding to a request for records is estimated to be \$20 or more, pre-payment may be required.

Positions of State Public Office

Pursuant to Wis. Stat. § 19.34 (1), the positions in ETF that constitute a “state public office” as defined in Wis. Stat. §§ 19.32 (4), 19.42 (13) and 20.923 are the Secretary, Deputy Secretary and Assistant Deputy Secretary.