



# PUBLIC NOTICE: ACCESS TO RECORDS

January 2018

Post pursuant to sec. 19.35(4), Wisconsin Statutes

It is the State of Wisconsin and Wisconsin Department of Revenue's public records policy 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.

Under Wisconsin State law (Chapter 19), the Department Secretary is a state public official and the legal custodian of the Department's records. To better facilitate public access to agency information, this authority has been delegated to each Division Administrator.

<b>Legal Custodian Delegation</b>		
<b>Division</b>	<b>Description</b>	<b>Contact</b>
General Information	Media record requests; if you are unsure where to direct your records request	DORCommunications
Office of the Secretary	Leadership on administrative operations and policy development	DORCommunications
Office of General Counsel	Legal services and tax resolution services of internal appeals	Dana Erlandsen
Enterprise Services	Administrative support for the agency, including employee relations, financial services, printing and mail services	Julie Raes
Income, Sales & Excise Tax	Individual income, employee withholding, corporate franchise/income, state and county sales/use, estate, excise (including alcohol and tobacco enforcement), recycling, and other tax types as well as homestead, earned income and other tax credit programs. Also administers the State's unclaimed property	Vicki Gibbons
Lottery	Administers the Lottery with integrity to achieve the greatest possible property tax relief for Wisconsin taxpayers	Cindy Polzin
Research & Policy	Detailed analyses of fiscal and economic policies to the Secretary of Revenue, the Executive Office, and other state officials	Robert Schmidt
State and Local Finance	State-wide property equalization, property assessment services for manufacturing and telecommunication company property, assesses and collects certain taxes, administers many local government financing, state aid and credit programs, and certifies assessors across the state	Julie Raes
Technology Services	Information technology services for the department	Rick Offenbecher
DOR Boards	Agricultural Advisory Use Board Mining Investment & Local Impact Board	Julie Raes

## Taxpayer Records

Requests for records regarding a specific taxpayer's income, franchise, sales, use and excise tax and tax delinquencies under §§ 71.78 and 77.61(5) of Wisconsin law should be sent to:

Wisconsin Department of Revenue  
 ATTN: Disclosure Officer  
 Income, Sales and Excise Division, Mail Stop 6-40  
 P.O. Box 8933  
 Madison, WI 53708-8933

## Submitting Your Request

1. Make your request to the Records Custodian listed in this Notice in writing via email, U.S. mail or orally. If sending U.S. mail, address it to the appropriate records custodian at the address below:

Wisconsin Department of Revenue  
Attn: [use record custodian name as noted above]  
2135 Rimrock Road  
P.O. Box 8933  
Madison, WI 53708-8933

2. Once contacted, the Records Custodian will review your request to determine if the record(s) exist. Any request for a record must reasonably describe the record or information sought. *Note: not all record information is available for inspection or copying because state or federal confidentiality laws may prohibit access.*
3. If the record is available to the public, the Record Custodian will provide you with a copy of the record information or allow you to inspect the record information. Records are accessible to the public Monday through Friday from 7:45AM – 4:30PM and by appointment at agency offices.
  - The agency may charge reasonable copy and search fees, but will not charge for the cost of reviewing records for possible redaction or removal of confidential information. Any hourly charges for staff time to locate records will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task, and will not be billed unless the total cost of locating records is \$50 or more. Please confirm the fee before you request photocopying. Except where otherwise set by law, the photocopy fee established by our public records policy is twenty cents (\$.20) per photocopy. Photocopy costs will not be charged for provision of electronic copies of records that already exist in electronic format.
  - Additional search fees may be charged only if the record search exceeds \$50. The Department may require a prepayment of any fee(s) if the total copying fees exceed \$5 or if search fees exceed \$50. The agency may also waive or reduce copy and search fees, if waiver is determined to be in the public interest. Sales tax is not charged for searches or copies of materials that are public records unless the records are produced expressly for the purpose of sale.
  - Please make your check payable for the exact amount to Wisconsin Department of Revenue or as otherwise indicated by the Record Custodian.

## Denial of Records

If your request is denied in whole or in part, the Record Custodian will explain why your request cannot be granted. You may request that the denial reasons be put in writing and given to you. Any questions concerning application or interpretation of the public records law or denial of access to a DOR record should be directed to:

Chief Counsel  
Office of General Counsel  
2135 Rimrock Road  
P.O. Box 8907  
Madison, WI 53708-8907  
(608) 267-8970