

**UNIVERSITY OF WISCONSIN SYSTEM ADMINISTRATION  
PUBLIC RECORDS NOTICE, WIS. STAT. § 19.34(2)**

The University of Wisconsin System Administration is created and exists pursuant to Chapter 36 of the Wisconsin Statutes. The University of Wisconsin System Administration is governed by the Board of Regents of the University of Wisconsin and is directed by the President of the University of Wisconsin System. *See Wis. Stat. § 36.09(2)*. The University of Wisconsin System Administration assists the Board and the President in establishing and implementing policies related to educational programs, financial, and physical-plant development of the University of Wisconsin System.

The University of Wisconsin System Administration has designated a Custodian of Public Records to meet its obligations under Wisconsin public records laws. Members of the public may obtain information and access to or copies of public records by making a request of the Records Custodian during regular office hours of Monday through Friday, 8:00 a.m. to 4:30 p.m.:

Katie Patten  
Public Records Coordinator  
1870 Van Hise Hall  
1220 Linden Dr.  
Madison, WI 53706  
Primary email address: [uwsarecords@uwsa.edu](mailto:uwsarecords@uwsa.edu)

The University of Wisconsin System Administration 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.