

**The University of Wisconsin System
UPS OPERATIONAL POLICY: HR 15**



SUBJECT: Open Meetings Law and Public Records Law

Original Issuance Date: July 1, 2015

Last Revision Date:

1. POLICY PURPOSE:

The purpose of this policy is to provide guidance in complying with the Wisconsin's Open Meetings Law, [Wis. Stat. §§ 19.81-19.98](#) and Public Records and Property, [§§ 19.31 to 19.39](#).

2. POLICY BACKGROUND:

Wisconsin's Open Meetings Law and Public Records Law embody the principle that the public is entitled to the greatest possible information about government affairs.

3. POLICY DEFINITIONS:

Please see UPS Operational Policy [GEN 0: General Terms and Definitions](#) for a list of general terms and definitions.

4. POLICY:

The Office of General Counsel's Legal Topics, [Open Meetings Law](#) and [Records](#), provide information and resources on the requirements of these topics. The Office of General Counsel should be contacted with specific questions on either of these topics.

5. RELATED DOCUMENTS:

[University of Wisconsin System Faculty & UW-Madison General Records Schedule – Human Resources and Related Records](#)

6. POLICY HISTORY: