



## Soil & Water Conservation Department

Jerry Halverson, Department Director

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### **MANITOWOC COUNTY SOIL & WATER CONSERVATION DEPARTMENT PUBLIC RECORDS NOTICE**

The Soil and Water Conservation Department provides a number of services to the public and other units of government.

The Soil and Water Conservation Department is located in the Manitowoc County Office Complex, 4319 Expo Drive, Manitowoc, WI 54220. Its regular office hours are from 8:00 a.m. to 5:00 p.m. on Monday and from 8:00 a.m. to 4:30 p.m. on Tuesday through Friday, holidays excepted.

The Soil and Water Conservation Department is a county government department within the meanings of Wis. Stat. 19.32(1dm). The legal custodian of the department's records is Jerry Halverson. Information about records and access to records is available from any Soil and Water Conservation Department employee.

Some Soil and Water Conservation Department records may be exempt from disclosure under the Wisconsin Public Records Law because they are protected by proprietary agreements; common law; confidentiality requirements; court decisions or orders; or local, state or federal regulations, rules, or laws.

If you ask to inspect or copy an exempt record, you will be told why the record is not available for public inspection and what appeal rights you may have. Public records will be made available for inspection at the Soil and Water Conservation Department during regular office hours. No original record may be removed from the Soil and Water Conservation Department.

Copies of public records may be obtained upon request at a cost of 25 cents per page for regular photocopies made by Soil and Water Conservation Department staff or for the actual, necessary, and direct cost of reproduction in all other cases. A location fee may be charged if the cost of locating a requested record exceeds \$50. Advance payment may be required if charges exceed \$5.