

MANITOWOC COUNTY CORPORATION COUNSEL PUBLIC RECORDS NOTICE

Corporation Counsel provides necessary civil legal services to Manitowoc County government. It represents the legal interests of Manitowoc County, but does not represent or provide legal advice to individual citizens, businesses, or other municipalities.

Corporation Counsel is located in the Manitowoc County Courthouse, 1010 South 8th Street, Room 308, Manitowoc, WI 54220. Its regular office hours are from 8:30 a.m. to 5:00 p.m. on Monday and from 8:30 a.m. to 4:30 p.m. on Tuesday through Friday, holidays excepted.

The position of Corporation Counsel is a local public office within the meaning of Wis. Stat. § 19.34(1). The legal custodian of Corporation Counsel records is Steven J. Rollins. Information about records and access to records is available from any Corporation Counsel employee.

Some Corporation Counsel records are exempt from disclosure under the Wisconsin Public Records Law because they are protected by the attorney work product doctrine; common law; confidentiality requirements; court decisions; lawyer-client privilege; 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 Corporation Counsel office during regular office hours. No original record may be removed from the Corporation Counsel office.

Copies of public records may be obtained upon request at a cost of 25 cents per page for regular photocopies made by Corporation Counsel 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.