



Manitowoc County Highway Department

3500 State Highway 310 • Manitowoc WI 54220-9659

Marc A. Holsen Highway Commissioner

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MANITOWOC COUNTY HIGHWAY DEPARTMENT PUBLIC RECORDS NOTICE

The Office of the Highway Department provides a number of services to the public, the Manitowoc County government, and other units of government.

The Office of the Highway Department is located at 3500 STH 310 Manitowoc, WI 54220. The department's regular office hours are from 6:30am to 3:00pm Monday through Friday from mid September through mid April and 6:00am to 4:00pm Monday through Thursday from mid April through mid September, with the exception of observed holidays.

The Highway Department is a local public office within the meaning of Wis. Stat. 19.32(1dm). The legal custodian of the Highway Department records is Marc A. Holsen. Information about records and access to records is available from the County Highway Commissioner. Please anticipate ample time for information gathering.

Some highway 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 Office of the highway department during regular office hours. No original record may be removed from the highway department's office.

Copies of public records may be obtained upon request at a cost of 25 cents per page for regular photocopies made by highway 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 \$5.00.