



COUNTY OF MANITOWOC HIGHWAY DEPARTMENT

3500 STH 310

Manitowoc, WI 54220-9659

Gary L. Kennedy
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. Its regular office hours are from 6:30 a.m. to 3:00 p.m. on Monday through Friday and from 6:00 a.m. to 4:00 p.m. on Monday through Thursday from the 3rd Monday of April through the last Friday of August, holidays excepted.

The Highway Department is a local public office within the meaning of Wis. Stat. §19.32(1dm). The legal custodian of Highway Department records is Gary L. Kennedy. Information about records and access to records is available from any office highway department employee.

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.