

## PUBLIC RECORDS NOTICE

Wis. Stat. § 19.34(1)

The Office of Finance and Administration is a department of Polk County, which has the following duties and responsibilities: County Budget, Accounts Payable, Accounts Receivable, Payroll, Liability Insurance and general administration issues.

The public may obtain information and access to records in the custody of this department, make requests for records, or obtain copies of records pursuant to and in accordance with Wis. Stat. § 19.21 – 19.39, by contacting the legal custodian, Tonya Weinert, Finance Director, or the custodian's designee, at the Office of the Department of Finance and Administration, Polk County Government Center, 100 Polk County Plaza, Ste 220, Balsam Lake, WI, 54810, or by telephone at (715) 485-9212, or by facsimile transmission at (715) 485-9119 during the regular office hours of 8:30 a.m. and 4:30 p.m., Monday through Friday (legal holidays excepted).

Fees imposed upon a requestor shall be as set out in Wis. Stat. § 19.35(3) or as otherwise provided, established or authorized by law.

The following position is reasonably believed to constitute a 'position of authority' and/or a 'local public office' as defined by Wis. Stat. § 19.32(1dm) and in accordance with Wis. Stat. § 19.34(1): Department Head & Finance Director/Internal County Auditor Tonya Weinert.