

NOTICE OF NEENAH-MENASHA SEWERAGE COMMISSION
(NMSC) POLICY REGARDING REQUESTS FOR
INSPECTION OF AND/OR COPIES OF NEENAH-MENASHA
SEWERAGE COMMISSION PUBLIC DOCUMENTS

1. Description of Neenah-Menasha Sewerage Commission Purpose and Authority. The Neenah-Menasha Sewerage Commission (NMSC) was jointly created, under the terms of Wisconsin Statutes, as a political subdivision of the State of Wisconsin by several Neenah-Menasha area municipal bodies for the purpose of owning, managing and operating the Neenah-Menasha wastewater treatment plant and facility.

2. Times and Place for Requesting Inspection of And/Or Copies of Neenah-Menasha Sewerage Commission Public Documents. Requests for inspection of and/or copies of public documents of the Neenah-Menasha Sewerage Commission may be made Monday through Friday, at the desk in the main lobby of the Neenah-Menasha Sewerage Commission office, located at 101 Garfield Avenue, Menasha, WI 54952, between the hours of 7:00 A.M. and noon and from 1:00 P.M. to 4:00 P.M. A request for inspection of public documents and/or copies may be made orally or in writing. If made in writing, the request should be mailed or delivered to the above address.

3. Designated Legal Custodian of Neenah-Menasha Sewerage Commission Public Records. The designated legal custodian of public records of the Neenah-Menasha Sewerage Commission shall be the Commission president.

4. Method for Fulfilling Requests. Upon receipt of a request to inspect a public document and/or to copy a public document, the Commission employee who has received the request shall advise the custodian of the request as soon as practicable and without delay. If the request is denied, the requester shall be notified of the denial, whether in whole or in part, and the reasons therefor. If the request is granted, the Commission will either provide the requester with the original document for inspection or a copy of the document. If the

original document is provided, it shall not be taken out of the presence of a Commission representative by the requester during its inspection.

5. Fees. The fee for copying a Commission record shall be fifteen cents (\$.15) per page, plus any mailing expense, plus a search fee if the actual cost of locating the document is \$50 or more. If the fees exceed \$5.00 for a request, they must be prepaid by the requester before the request shall be filled.

6. Guidelines for Inspection and Copying. While this notice contains basic information concerning inspection and copying requests, more detailed guidelines prepared by the attorney for Neenah-Menasha Sewerage Commission shall apply to all such requests made to Neenah-Menasha Sewerage Commission, copies of which are available at the desk in the main lobby of the Commission office.

IN WITNESS WHEREOF, the Neenah-Menasha Sewerage Commission has approved and adopted this notice and accompanying guidelines for requesting inspection and/or copies of Neenah-Menasha Sewerage Commission public documents and has caused same to be signed and attested to by its duly authorized officers.

Passed and adopted by the Neenah-Menasha Sewerage Commission in the County of Winnebago, Wisconsin, on the 14th day of June, 1988.

Ayes 7 Nays 0

NEENAH-MENASHA SEWERAGE COMMISSION

By: Harold C. Mulvey
Harold C. Mulvey, President

William J. Zelinski
William J. Zelinski, Secretary

Attested:

Adam Haber
Adam Haber, Commissioner

Dale Siebers
Dale Siebers, Commissioner