

Scott Walker, Governor

John A. Scocos, Secretary



**STATE OF WISCONSIN  
DEPARTMENT OF VETERANS AFFAIRS**

30 West Mifflin Street  
P.O. Box 7843  
Madison, WI 53707-7843

Phone: (608) 266-1311  
Toll-Free: 1-800-947-8387  
Fax: (608) 267-0403

Email: [Headquarters@dva.state.wi.us](mailto:Headquarters@dva.state.wi.us)  
Website: [www.WisVets.com](http://www.WisVets.com)

**PUBLIC NOTICE  
Access to Records (19.35 WI Stats.)**

The Wisconsin Department of Veterans Affairs provides leadership, resources and management to identify and provide for the needs of Wisconsin veterans and their families. The positions of Secretary, Deputy Secretary, Executive Assistant, and the Administrators of the Divisions of Veterans Homes, Veterans Benefits and Administration constitute state public offices for purposes of Wisconsin public records laws.

The Department is the records center for all documents pertaining to its programs and activities. It is open for normal business and inspection of records from 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays. The legal custodian of the Department's records is Kenneth Grant. Requests for access to or copies of records of the Department may be made during normal business hours to Kenneth Grant, 30 West Mifflin Street, PO Box 7843, Madison, WI 53707-7843, (608) 266-2778, FAX (608) 261-0178. Inspection of documents will only be permitted on the premises at 30 West Mifflin Street and under the direct supervision of the legal custodian. Requests must be reasonably specific as to subject matter and period of time that is of interest. Requests will be evaluated to determine whether the requested records are releasable under the provisions of public records law.

The Department may charge the "actual, necessary and direct cost" of copying, printing, photographing, recording and/or transcribing records that are determined to be releasable under the provisions of public records law. In accordance with Department of Justice guidelines, the "actual, necessary and direct cost" of photocopying is \$.25/page. (This cost of photocopying already includes the hourly fee of staff required to make the photocopies or to print out the documents.) In addition, the cost of postage and the actual, necessary and direct costs associated with locating and compiling records are based on the hourly fees of staff required to perform the tasks. The costs of locating and compiling records may be charged if they exceed \$50.00. Prepayment may be required of the requester if fees exceed \$5.00.

When a request for documents is pending, the Department will treat all further requests from the same requester as amendments of the original request. In the event that the Department denies all or part of a request, the requester will be provided with specific reasons for the denial. The denial will instruct the requester as to recourse either in an action for *mandamus* or by application to a district attorney or to the Attorney General.

**John A. Scocos**  
Secretary

Revised December 5, 2011