

# JUNEAU COUNTY CORONER'S OFFICE

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## PUBLIC RECORDS NOTICE

Pursuant to Wis. Stat. §19.34 (1), this Notice is provided to the public as to the times, place, and methods whereby the public may gain access for the purposes of inspection and copying of public records maintained by the Office of Coroner of Juneau County.

### **DESCRIPTION:**

The Coroner of Juneau County conducts thorough and independent medical –legal death investigations for the county and maintains both public and confidential records of such investigations.

### **AUTHORITY:**

The Coroner's authority is generally derived from Wis. Stat. §59.42 (1) and Chapter 979 of the Juneau County Code of General Ordinances.

### **ESTABLISHED TIEMS FOR ACCESS:**

12:30 P.M. to 4:00 P.M. Monday through Friday. Legal holidays excluded.

### **PLACE OF ACCESS:**

Juneau County Coroner's Office, 220 East State Street, Room 9, Mauston, WI 53948

### **LEGAL CUSTODIAN:**

Linda Mitchel- May BSN, MBA, Juneau County Coroner

### **METHOD OF ACCESS:**

Some Coroner records are exempt from disclosure under the Wisconsin Open Records law because they are protected by confidentiality requirements, local, state, or federal regulations, rules, or laws.

Each requester shall reasonably describe the type of records of information requested. If the request is not reasonably limited by subject matter or length of time, it may be denied by the custodian. Identification of requester shall only be required as by law. Requesters may be required to review records in the presence of the custodian. It shall be the responsibility of the requester to abide by and comply with all regulations and restrictions upon access to or use of information specifically prescribed by law. As soon as is practical, the custodian shall notify requestor of partial or complete denial access. Oral requests may be denied orally. If the requester submits a written demand for a written statement of reason for the denial within five (5) business days of the oral denial, the custodian shall provide such written statement.

### **COPYING OF RECORDS; COST OF COPIES AND RESEARCH:**

Copies of public records may be obtained upon request at the cost of \$1.00 per "8 ½ X 11" page or for the actual, necessary, and direct cost of reproduction in all other cases.

Prepayment may be required if the total amount of the fees exceeds \$5.00.

A location fee may be charged if the cost of locating a requested record exceeds \$50.00.

In addition, the requester shall pay the actual costs of mailing and shipping.