

JUNEAU COUNTY DEPARTMENT OF HUMAN SERVICES
RECORD REQUEST PROCEDURE AND FEES

PROCEDURE

Individuals requesting records:

- The requestor must make this request in writing, sign a Release of Information, and describe the specific documents they are requesting.
 - Proof of relationship to subject of report/juvenile may be required.
- The agency has 30 business days to complete the request.
- The agency will begin a case request to estimate the cost of the records request.
 - Rates are based on Wisconsin Department of Health Services established rates (see attached current rate sheet).
 - The agency will notify the requestor informing them of the estimated cost.
 - The requestor will provide 50% down payment on any request over 25 pages before the records request is completed.
 - Retrieval fee will be added to any request over 25 pages.
 - A letter will be sent if the agency is unable to make contact with the requestor.
 - Upon receipt of any required down payment, the agency will begin fulfilling the records request.
- The agency will print all records requested, make copies of any paper files, redact information that is not subject to release, including but not limited to information identifying the reporter, other individuals referenced in the documents, and any protected health information.
- The requestor will be notified when the records are available at the agency. Records will be released upon payment of the remaining costs. This will need to occur no later than 10 business days after the record request is completed.

Those to whom records may be released (hereafter the requestor) under 48.981(7)(a) include courts and attorneys (See subsections (10), (10g), (10m), (10r), (11), and (11m).)

- The requestor must make their request in writing and describe the specific documents they are requesting.
 - The requestor must have a signed release of information from the individual subject of the record or an applicable court order authorizing access to the records being requested.
- The agency has 30 business days to complete the request.
- The requestor will be sent a notice for all costs associated with records requested.
 - State Public Defender record fees are limited (see attached current rate sheet).
 - All other rates are based on Wisconsin Department of Health Services established rates (see attached current rate sheet).
 - The requestor may choose to review the records at the agency in lieu of requesting copies subject to agency staff availability.
 - Any record requests from a court or attorney involved in proceedings initiated by the agency, such as CHIPS, delinquency, Department of Juvenile Corrections, and TPR, are not subject to fees outlined.
 - Any records being requested by adults who were victims as children will not be charged fees

Any questions or concerns shall be directed to the unit manager.

FEES

New charges as of July 1, 2021

Personal Request Cost

Pages 01-25	\$1.19/per page
Pages 26-50	\$0.89/per page
Pages 51-100	\$0.58/per page
Pages 101+	\$0.35/per page

Certification of copies \$9.38

Retrieval Fee for requests over 25 pages \$23.45

Note: Retrieval Fee is in addition to requests over 25 pages

State Public Defender Cost

One sided	\$0.20/per page
Two sided	\$0.35/per page

Note: State Public Defender can only be charged copy fees; no other fees apply

May be charged by a health care provider for providing copies of a patient's health care records.

Statutory Authority

Pursuant to Wis. Stat. §146.83 (3f) (c) 2., each July 1, beginning on July 1, 2012, the Department of Health Services is required to adjust, by the percentage difference between the consumer price index for the 12-month period ending on December 31 of the preceding year and the consumer price index for the 12-month period ending on December 31 of the year before the preceding year, the dollar amounts specified under Wis. Stat. §146.83 (3f) (b) that a health care provider may charge for providing copies of a patient's health care records.

Under the methods prescribed in Wis. Stat. §146.83 (3f) (c) 2., the adjusted dollar amounts that a health care provider may charge for providing copies of a patient's health care records are as above.