

# **PUBLIC SERVICE COMMISSION OF WISCONSIN**

## **PUBLIC NOTICE**

Pursuant to Section 19.34 of the Wisconsin Statutes, the following information is provided to the public regarding access to the records of the Public Service Commission of Wisconsin (the PSCW or the Commission):

### **DESCRIPTION OF THE PSCW**

The PSCW is an independent agency in the executive branch of state government. The agency is responsible for the regulation of public utilities and other companies in the electric, natural gas, telephone, water, and combined water and sewer industries.

The PSCW is governed by three full-time Commissioners, nominated by the Governor, and confirmed by the Wisconsin State Senate for staggered, six-year terms. The Governor appoints one of the Commissioners as chairperson for a two-year term. The PSCW is organized as follows: the Commissioners' Office (comprised of the Commissioners, their Executive Assistants, the Secretary to the Commission, the Director of Governmental and Public Affairs, the General Counsel, the Legislative Liaison, and related staff), four operating divisions (Gas and Energy; Telecommunications; Water, Compliance and Consumer Affairs; and Administrative Services), the Office of General Counsel, the Office of Administrative Law Judge and the Office of Information Technology. State public offices at the Commission are held by the three Commissioners, their Executive Assistants, and an Administrator in each of the four divisions.

### **ACCESS TO PUBLIC RECORDS OF THE PSCW**

The Commission's regular office hours are 7:45 a.m. to 4:30 p.m., Monday through Friday. These hours may vary slightly due to the business needs of the agency. The public may obtain access to or copies of the Commission's records during normal business hours by making an oral or written request to the legal custodian of the agency, care of:

Public Service Commission of Wisconsin  
610 North Whitney Way  
P. O. Box 7854  
Madison, WI 53707-7854  
(608) 266-5481

Under Section 19.33 of the Wisconsin Statutes, the chairperson of the PSCW has designated the General Counsel the legal custodian of the records of the agency. All requests will be processed as soon as practicable and without delay. The public may also obtain selected documents filed with or issued by the Commission at the following website: [http://psc.wi.gov/apps35/erf\\_public/Default.aspx](http://psc.wi.gov/apps35/erf_public/Default.aspx).

### **COST OF COPIES OF RECORDS**

If the record is in a form that can be photocopied, the requester may be assessed a fee of \$.25 for each impression produced in response to the request. If the photocopying cost is less than \$2.50 and no mailing is required, there will be no charge. If mailing is required, the requester may be charged for the actual cost of mailing.

If photocopying is not possible or the PSCW is complying with a request for a translation to readily comprehensible copy from the media on which the record is stored, e.g., computer file recording tape/disk, film, etc., the requester may be charged for the actual costs of producing a copy, including the cost of a diskette. The requester may also be charged for the actual cost of locating the records if the location cost is \$50.00 or more, and for any redaction costs authorized by law.

Where the cost exceeds \$5.00, prepayment may be requested.