

# **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 (PSCW):

### **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 Communications and Legislative Director, the Chief Legal Counsel, an Administrative Law Judge, and related staff) and five operating divisions (Division of Energy Regulation; Division of Water, Telecommunications and Consumer Affairs; Division of Business and Program Management; Division of Regional Energy Markets; and the Office of General Counsel). State public offices at the Commission are held by the three Commissioners, their Executive Assistants, the Communications and Legislative Director, and an Administrator in each of the five divisions.

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

The PSCW'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 PSCW'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  
4822 Madison Yards Way  
P. O. Box 7854  
Madison, WI 53707-7854  
(608) 266-5481

Requests can also be made via e-mail at [PSCPublicRecordsRequest@Wisconsin.gov](mailto:PSCPublicRecordsRequest@Wisconsin.gov).

Under Section 19.33 of the Wisconsin Statutes, the chairperson of the PSCW has designated the Chief Legal Counsel as 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 PSCW at the following website:

[http://psc.wi.gov/apps40/ERF\\_public/Default.aspx](http://psc.wi.gov/apps40/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 \$.15 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 the requested record already exists in an electronic format and electronic copies are provided, costs will not be charged on a per-page basis, but if the record is not in readily comprehensible form, the PSCW may charge the actual costs of creating a readily comprehensible copy. A fee of \$.07 per page will be assessed for converting paper records to electronic format. 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 cost 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. The cost will be billed at the hourly rate of salary and benefits not to exceed \$30.00 per hour for the lowest paid employee capable of performing the tasks. There will be no charge for any redaction or removal of confidential information, in compliance with the Wisconsin Supreme Court's ruling in *Milwaukee Journal Sentinel v. City of Milwaukee*, 2012 WI 65, 341 Wis. 2d 607. Where the cost exceeds \$5.00, prepayment may be requested.