

## **AIRPORT PUBLIC RECORDS POLICY**

### **AVAILABILITY**

The public records of the Brown County Green Bay Austin Straubel International Airport (Airport) shall be available during the business hours of 8:00 a.m. to 4:30 p.m., Monday through Friday. It shall be the policy of the Airport to respond to public records requests that are not overly complex or involved within ten (10) business days, upon review and approval from Brown County Corporation Counsel.

### **FEES**

Photocopy fees shall be those established in the Airport's annual budget. If the records request requires a copy other than 8 ½ X 11, 8 ½ X 14 or 11 X 17, the fee shall be the actual cost of the copy, including labor.

Shipping and handling fees shall be the actual, necessary and direct costs of shipping and handling.

The Airport may require pre-payment of fees prior to the production of records that exceeds \$5.00.

### **RECORDS AVAILABLE**

Generally, records relating to Airport administration and management, budgetary items, leases, internal and external correspondence, etc. Due to the large number of records under the control of the Airport, it is impractical to name each record.

This policy is issued and authorized by the Airport Director with Wisconsin's Public Records Law and the Brown County Code of Ordinances, Chapter 3, Access to Public Records. This policy shall be made available to the public and posted in the Airport Administration office.