



ADMINISTRATIVE MEMORANDUM

TO: Library Board of Trustees

FROM: Pamela K. Westby, Director

DATE: May 16, 2019

SUBJECT: Resolution Designating Legal Custodians to Respond to Public Records Requests

Wisconsin's public library boards must comply with the law before and after receiving records requests. Records law provides that almost all records of state and local government (which includes public libraries) be available for inspection and/or copying by the public. (Wisconsin Statutes Section 43.30) and (Section 19.62 to 19.80) requires state and local government organizations (including libraries) develop procedures to protect the privacy of personal information kept by the organization.

Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. We are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable and federal laws."

RESOLUTION DESIGNATING LEGAL CUSTODIANS TO RESPOND TO PUBLIC RECORDS REQUESTS

WHEREAS, every Wisconsin public library board must approve a resolution designating one or more legal custodians to respond to public records requests; and

WHEREAS, if the board has failed to make such a designation, the library board president and the director are responsible for responding to the public records request; and

WHEREAS, the records custodians must designate one or more deputies to act in his or her absence; and

WHEREAS, the library board must also approve and prominently display in the library a notice identifying the legal records custodians, establishing the time, place, and method for requesting records, and indicating any copying costs; and

WHEREAS, generally, public records must be available for inspection during all regular office hours; and

THEREFORE, BE IT RESOLVED, that L.E. Phillips Memorial Public Library shall henceforth designate the director and library board president the legal custodians to respond to public records requests.