



## PUBLIC RECORDS NOTICE

The Wisconsin Historical Society (the "Society"), founded in 1846, helps people connect to the past by collecting, preserving and sharing stories. The Society is one of the largest, most active, and most diversified state historical societies in the nation. A 36-member Board of Curators governs the Society, which is both a state agency and a private membership organization. The Society accomplishes its mission and statutory mandates through the Division of Historic Preservation-Public History, the Division of Library-Archives, and the Division of Museums and Historic Sites, with oversight and support by the Director's Office and the Division of Administrative Services. Several positions within the Society constitute state public offices for the purposes of the Wisconsin public records laws, including the positions of the Director, Deputy Director, Chief Operating Officer, and Division Administrators.

Members of the public may obtain access to the Society's Public Records, or obtain copies of these records, by making a request of the Society's Custodian of Public Records during the Society's office hours, Monday through Friday, 8:00 a.m. to 4:30 p.m. Such requests should be made to: Shannon Wendt, 816 State Street, Madison, WI 53706.

The Society may bill requestors \$.15 for each copy made. There will be an additional charge for specialized documents and photographs. If copies are mailed or shipped, the requester may be asked to pay the actual costs of mailing or shipping. The cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated at the hourly pay rate (including fringe benefits) of person locating records multiplied by actual time expended to locate records, plus other applicable costs. Requests that exceed a total cost of \$5.00 may require prepayment. Requesters appearing in person may be asked to make their own copies, or the Society may make copies for requesters at its discretion. All requests will be processed as soon as practicable and without delay. Below is a brief description of the services provided by each division of the Society.

Director's Office: This office is responsible for the general oversight of the Society. It contains the Director, Deputy Director, and Chief Operating Officer as well as the offices of program and policy, special projects, information technology, and government affairs.

Administrative Services: This division provides support services to the Society, including accounting and financial management, human resources, payroll and benefits, training, and facilities management.

Historic Preservation-Public History: This division helps state residents preserve places of historic value, assists schools in teaching history, provides technical assistance to local historical organizations, publishes books and periodicals, and houses the State Historic Preservation Office with federally delegated powers.

Library-Archives: This division serves as the state archives, collecting and providing access to historic records of state and local government, is the official repository of Wisconsin state government publications, and functions as the North American history research collection for the University of Wisconsin-Madison, preserving notable collections about Wisconsin and national history.

Museums and Historic Sites: This division operates 11 historic sites and museums throughout Wisconsin, interprets the state's history and prehistory for the public, supervises the preservation and development of artifact collections, and operates an archaeology program under cooperative agreements with other state agencies.

**Collecting, Preserving and Sharing Stories Since 1846**

816 State Street Madison, Wisconsin 53706

[wisconsinhistory.org](http://wisconsinhistory.org)

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