Wisconsin Partnership Program
Open Meetings and Public Records Policy

BACKGROUND
The Wisconsin Partnership Program (WPP), including the Oversight and Advisory Committee (OAC) and the Partnership Education and Research Committee (PERC) and their respective subcommittees, refers and adheres to the UW System’s general counsel guidance on Wisconsin’s Open Meetings and Public Records Laws. Questions by WPP staff on open meetings and public records are directed to the UW-Madison Office of Legal Affairs.

DEFINITIONS

Open Meetings*: The Wisconsin open meetings law provides that all meetings of governmental bodies shall be preceded by public notice and shall be publicly held in places reasonably accessible to all. At any meeting of a governmental body, all discussion shall be held and all action of any kind, formal or informal, shall be initiated, deliberated upon and acted upon only in open session, unless a closed session is specifically authorized by the statute.

Public Records*: The Wisconsin public records law provides that any requester may request access to any record that is not specifically excepted by some provision of state or federal law. The law specifically declares that it is the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them.

* Source: UW-Madison Office of Legal Affairs website

POLICY
Meetings of the WPP’s OAC and PERC and their respective subcommittees are open to the public and are held in accordance with the Wisconsin Open Meetings Law. Agendas and minutes are posted on the WPP website and in designated public areas.

Requests for public records, which should be submitted through the UW-Madison Public Records Portal for analysis and processing, are reviewed by the UW-Madison Records Custodian who will determine whether the material requested is a record and if the Wisconsin Public Records Law requires disclosure or if an exception to disclosure applies. The WPP Administrative Manager will serve as the Partnership Program’s liaison to the Records Custodian.

If disclosure of the record is appropriate, the Administrative Manager will work with the Records Custodian to process the record for release as soon as practical and without delay. The record will be released through the UW-Madison Public Records Portal.

If disclosure of the record is not appropriate, the Records Custodian will provide the individual making the request with a legal explanation as to why in accordance with the law. Any decision to redact or withhold a record will be made by the Records Custodian with guidance from the UW-Madison Office of Legal Affairs.

Please refer to the UW-Madison Office of Compliance website for additional information on the Wisconsin public records law.

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Open Meetings and Public Records Notice (for WPP website)

As directed by the Order of the Commissioner of Insurance, the Partnership Program conducts its operations and processes in accordance with the state’s Open Meetings and Public Records Laws.

Meetings of the Oversight and Advisory Committee (OAC) and the Partnership Education and Research Committee (PERC) and their subcommittees are open to the public. Agendas and minutes are posted on the Partnership Program website. Agendas are also posted in designated public areas.

Public records requests should be submitted through the UW-Madison Public Records Portal.