



## PUBLIC NOTICE: ACCESS TO RECORDS

Rev. 08/2016 v.2

Provided pursuant to Wis. Stat. § 19.34. You have a right to inspect and copy certain records under Wisconsin's Public Records Law, Wis. Stat. §§ 19.31-19.39.

### DESCRIPTION OF THE AUTHORITY

The Wisconsin Housing and Economic Development Authority ("WHEDA") is a public body corporate and politic created by the Wisconsin Legislature and existing under Chapter 234 of the Wisconsin Statutes. WHEDA functions as a financially independent organization, and is authorized to issue bonds and notes to finance its operations. WHEDA's Members and its employees, except clerical employees, serve in positions that constitute a "state public office," as that term is defined in Wis. Stat. § 19.42 (13).

Generally, WHEDA helps facilitate an adequate supply of housing for Wisconsin residents of low and moderate income, and supports economic development activities in the state. WHEDA administers several housing loan programs for the construction, rehabilitation, and long-term financing of both multifamily and single-family housing. It administers the Wisconsin allocation of the Low-Income Housing Tax Credit and the New Markets Tax Credit, both federal tax credits. WHEDA also provides financing and/or guarantees for various economic development and agricultural loan programs. Finally, WHEDA administers federal rental assistance programs. Specific information about WHEDA's programs is available on its website, [www.wheda.com](http://www.wheda.com), and upon request.

### ACCESS TO AND FEES FOR OBTAINING PUBLIC RECORDS

It is the State of Wisconsin's and WHEDA's public records policy 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. WHEDA's Public Records Custodian is its General Counsel and requests to view or receive copies of public records should be directed to:

**General Counsel**  
**Wisconsin Housing and Economic Development Authority**  
201 West Washington Avenue, P.O. Box 1728  
Madison, Wisconsin 53701-1728  
Reception: (608) 266-7884 or (800) 334-6873  
[public.records@wheda.com](mailto:public.records@wheda.com)

Records are accessible to the public at WHEDA's main office (the address provided above) during WHEDA's regular office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, not including official state holidays, and by appointment. Requests may be made orally or in writing, and should reasonably describe the record or information requested.

As soon as practicable and without delay, the records custodian will either notify the requester of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. If the custodian denies a request, the requester shall receive a written statement of the reasons for the denial. The time it takes the records custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.

The law permits WHEDA to charge for certain actual, necessary, and direct costs of responding to records requests, and may require prepayment if such costs exceed \$5. When the request calls for a copy of a record, and the record can be photocopied, WHEDA may charge a standard fee of \$.10 per page. Reproduction costs will not be charged on a per-page basis if WHEDA provides electronic copies of records that already existed in electronic format. If the record is not in readily comprehensible form (e.g., computer file, database entry), WHEDA may charge the actual cost of creating a readily comprehensible form. WHEDA may charge the actual, necessary, and direct costs of locating the records if such costs exceed \$50. If the records are shipped to the requester, WHEDA may charge the actual, necessary and direct shipping cost. Regardless of who processes the request, fees will be calculated based on the hourly wage (including fringe benefits) of the lowest paid staff member capable of performing the work, not to exceed \$30 per hour. WHEDA will not charge for the cost of reviewing records for possible redaction or removal of confidential information. The above fees apply except where a different fee is authorized by law.

