



**PUBLIC NOTICE:
ACCESS TO PUBLIC RECORDS**

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

AGENCY DESCRIPTION

The State of Wisconsin Investment Board (SWIB) is the state agency responsible for investing the assets of the Wisconsin Retirement System (WRS), the State Investment Fund (SIF) and four smaller trust funds established by the State. Investments are made pursuant to the purpose of each trust and the fiduciary standard set forth in Section 25.15(2) of the Wisconsin Statutes. SWIB was created under section 15.76 of the Wisconsin State statutes and its statutory obligations are set forth in Chapter 25 of the statutes.

Each member of the Board of Trustees, the Executive Director/Chief Investment Officer, Deputy Executive Director/Chief Administrative Officer, Chief Financial Officer, Internal Audit Director, Chief Legal Counsel, and each Managing Director, Portfolio Manager and Managing Analyst at SWIB are considered state public officials for purposes of section 19.42 of Wisconsin Statutes.

PROCEDURE FOR MAKING REQUESTS

SWIB's Chief Legal Counsel and Senior Legal Counsels are SWIB's legal custodians of SWIB's records.

Requests for access to public records should be directed to:

Records Specialist
State of Wisconsin Investment Board
P.O. Box 7842
Madison, WI 53707-7842
info@swib.state.wi.us
608- 266-2381 please ask for the Records Specialist

Staff will be available to accept requests during SWIB's normal office hours of 8:30 a.m. to 4:30 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter or time period. While not required, it is preferable that a request be made in writing. This reduces confusion or misunderstandings and expedites processing. At times, the custodians may require that a request be made in writing if request is complex or to confirm the scope of the request.

As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, whether any records exist, or deny the request in whole or in part. The time it takes the 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.¹

¹ Reasonable Specificity: The request must be reasonably specific as to the subject matter and relevant time period.

FEES

SWIB may charge the actual, necessary, and direct cost of reproducing a record. When the request calls for a copy of a record, and the record can be photocopied, SWIB may charge its standard fee of \$.15 per printed page. SWIB may charge a \$.07 per-page fee for converting paper records to electronic format. If records are provided on a CD or DVD, SWIB may charge \$.14 per disc. When requested and whenever practicable, SWIB will provide electronic copies of records that already exist² in electronic format without charging reproduction fees on a per-page basis. SWIB will not charge for the cost of reviewing records for possible redaction or removal of confidential information.

SWIB may charge the actual, necessary, and direct costs of locating the records if they exceed \$50.00 (generally, if the time to locate the records is estimated to take two or more hours). Any staff time for locating records will be billed at the hourly rate of salary for the lowest-paid employee capable of performing the task. The hourly rate charged for locating records may also include the cost of benefits, but will not exceed \$45.00 per hour. If the records are mailed or shipped to the requester, SWIB may charge the actual, necessary and direct mailing or shipping cost. SWIB may request pre-payment if the total location costs are greater than \$5.00.

Media Inquiries should be directed to SWIB's Communications Manager Vicki Hearing, 608-261-2415.

¹ (continued)

- A records custodian may not deny a request solely because the records custodian believes that the request could be narrowed or may result in generation of a large volume of records.
- A records custodian may contact a requester to clarify the scope of a request.

² Requirements of the public records law apply to records that exist at the time a public records request is made.