

UW-Extension, Cooperative Extension Mailing List Policy

The University of Wisconsin-Extension, Cooperative Extension complies with the Wisconsin Public Records Law, Chapter 19 (19.31-19.39) of the Wisconsin Statutes, and University of Wisconsin System policy, with regard to requests by individuals and organizations for mailing lists which are in the custody of an Extension office.

This policy covers the following lists: employees, program participants, businesses/producers, programming partners/collaborators, 4-H members, 4-H volunteers, and external organizations for which the office or employee holds mailing or membership lists.

Employee lists:

Lists of Extension employees and staff directories shall be supplied upon request. No special sorting is required to accommodate requests. Employee names may not be withheld from lists. UW-Extension annually notifies employees of their individual rights to withhold home addresses and telephone numbers from directory lists. Requests for UW-Extension employee lists should be sent to the Office of Information Systems. Requests for Cooperative Extension employee lists or directories should be sent to the Office of the Dean and Director.

Client Information

1. To be sufficient, a request for a list must reasonably describe the list and must be reasonably limited as to the subject matter and the length of time involved. Sec. 19.35 (1) (h), Stats. UW-Extension is not required to create a list if one does not already exist. Sec. 19.35 (1) (h)
2. Response to requests for lists should be made "as soon as practicable and without delay." Sec. 19.35 (4) (a), Stats. Purpose or motives of the requester are not a factor.
3. If computer files of the list exists and the request specifically asks for a computer file, the list should be made available on a computer file.
4. The following statement may be used on program announcements, brochures, and registration forms to inform citizens of this policy:

The University of Wisconsin Extension complies with the Wisconsin Public Records Law, Chapter 19 of the Wisconsin Statutes, and University of Wisconsin System policy, with regard to requests by individuals and organizations for lists of names, addresses and telephone numbers which are in the custody of an Extension office. The University of Wisconsin Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client

names from lists when requested.

In order to request that your name or the name of your child be withheld from Extension lists which are open to the public, you must make a written request. You may do this by contacting the UW-Extension Office in your county.

5. The following statement may be included on program registration forms (a box or line for check-off should be used before the following statement):

_____ I do not want the University of Wisconsin-Extension to reveal my name, address or telephone number as part of a public record or list.

The University of Wisconsin Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested.

6. The following message may be used on a form which is given to program participants whose names would be included on lists in the custody of UW-Extension. The form enables a written request for confidentiality:

Under the Wisconsin Public Records Law, UW-Extension ordinarily must release lists in its custody to the public upon request. Your name, address and telephone number (or the name, address and telephone number of your child) may be included on such a list unless you request confidentiality in writing. The University of Wisconsin Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested

If you want your name, address and telephone number (or the name, address and telephone number of your child) withheld from lists that are released upon request, please sign and date the following statement and return it to UW-Extension--

I do not want the University of Wisconsin-Extension to reveal my name, telephone number and address or the name, telephone number and address of my child to the public as part of a record or list.

Signed _____ Date _____
Name of Child _____

7. The following statement should accompany client lists that are released to the public:

UW-Extension does not release the names, telephone numbers and addresses of individuals who have requested confidentiality in writing. UW-Extension will, to the extent possible under the Wisconsin Public Records Law, withhold client names from lists when requested to do so.

8. Copy fees for mailing lists should be limited to the "actual, necessary and direct cost of reproduction." Sec 19.35 (3) (a), Stats. It is recommended that fees not be charged unless the cost of reproduction exceeds \$50. If fees are set to comply with county policy, they must also comply with state statutes. Fees should be paid to the county.