

**OFFICE OF THE COMMISSIONER OF RAILROADS
STATE OF WISCONSIN**

PUBLIC NOTICE

Pursuant to Section 19.34 of the Wisconsin Statutes, the following information is provided to the public regarding access to the records of the Office of the Commissioner of Railroads (OCR).

DESCRIPTION OF THE OCR

The OCR is a unified agency without divisions or bureaus. The agency is responsible for the regulation of railroads and water carriers operating in the State of Wisconsin. The OCR employs Investigators, an Attorney (Legal Counsel/Administrative Law Judge), a Legislative/Public Policy Analyst, Office Program Associate and the Commissioner.

ACCESS TO PUBLIC RECORDS OF THE OCR

Regular OCR office hours are 7:45 a.m. to 4:30 p.m., Monday through Friday, except legal holidays. These hours may vary slightly due to business needs of the agency. Requests may be made in person, by mail, by telephone, by facsimile or by electronic mail. Requests may be made in writing or orally to the legal custodian of the agency, care of:

Office of the Commission of Railroads
4822 Madison Yards Way
PO Box 7854
Madison, WI 53707
(608) 281-8221

OCRPublicRecordsRequest@wisconsin.gov

Under Section 19.33 of the Wisconsin Statutes, the Commissioner of Railroads has designated the Legislative/Program and Policy Analyst as the legal custodian of records for the OCR. All requests will be processed as soon as practicable and without delay. The OCR now publishes all notices, orders, proposed decisions and final decisions on the Internet. These documents may be accessed at <http://ocr.wi.gov/apps452/OCRapps/docket/search.aspx>.

COST OF COPIES OF RECORDS

If the record is in a form that can be photocopied, the requester may be assessed a fee of \$.15 for each impression produced in response to the request. If the photocopying cost is less than \$2.50 and no mailing is required, there will be no charge. If the requested record already exists in an electronic format and electronic copies are provided, costs will not be charged on a per-page basis, but if the record is not in readily comprehensible form, the OCR may charge the actual costs of creating a readily comprehensible copy. A fee of \$.07 per page will be assessed for converting paper records to electronic format. If mailing is required, the requester may be charged for the actual cost of mailing. If the fees may exceed \$500.00 the OCR will contact the requester and give the opportunity to clarify or narrow the request.

If photocopying is not possible or the OCR is complying with a request for a translation to readily comprehensible copy from the media on which the record is stored, e.g., computer file recording tape/disk, film, etc., the requester may be charged for the actual cost of producing a copy, including the cost of a diskette. The requester may also be charged for the actual cost of locating the records if the location cost is \$50.00 or more. The cost will be billed at the hourly rate of salary and benefits not to exceed \$30 per hour for the lowest paid employee capable of performing the tasks.

Upon reasonable notice, the Office will accommodate the needs of disabled individuals. Contact the Office at (608) 281-8221, (608) 267-1479/TTY, or (Fax) (608) 261-8220, or by writing to the Office at 610 N. Whitney Way, Room 110, 610 N. Whitney Way, Room 110, PO Box 7854, Madison, WI 53707-7854.