



## NEVILLE PUBLIC MUSEUM

OF BROWN COUNTY

BRIDGING COMMUNITIES, CONNECTING GENERATIONS

Neville Public Museum  
210 Museum Place  
Green Bay, WI 54303  
920-448-4460

### PUBLIC RECORDS POLICY: NEVILLE PUBLIC MUSEUM OF BROWN COUNTY

Records Custodian  
Beth Lemke  
Museum Executive Director  
[Lemke\\_ba@co.brown.wi.us](mailto:Lemke_ba@co.brown.wi.us)  
920-448-7848

#### Availability

The public records of the Neville Public Museum Department shall be available during the business hours of 9:00 a.m. to 5:00 p.m., Tuesday through Friday. It shall be the policy of the Department to respond to public records requests that are not overly complex or involved within fourteen (14) business days. The Museum may require prepayment of fees prior to the production of records if the allowable actual, necessary and direct costs of compliance exceeds \$5.00. Public Records Requests shall be made to the Records Custodian listed above.

The Neville Public Museum of Brown County is an accredited cultural institution that champions history, science and art. Located in downtown Green Bay, Wisconsin, the museum is dedicated to the collection and preservation of significant objects relevant to Northeast Wisconsin and the Upper Peninsula of Michigan. The museum seeks to bridge these multi-generational regional communities through engaging exhibits and dynamic programming.

#### Records Available

The Collections Department supports the museum's mission through the management and preservation of our collections. There are over one million items in the permanent collections, including historic artifacts, original artworks, archaeological objects, still photographs and film.

In keeping with established security standards and practices at the Neville Public Museum and in the interest of protecting the Museum and its staff from liability for damage or injury, there is no general public access to collection's storage areas.

There are three forms of access to collections. These are: 1) access for the purpose of review or study of permanent collection material, 2) access by personnel, contract or County, for the purpose of curatorial functions, maintenance, repair or consultation, and 3) guided tours.

Access for review or study may be limited by policy restrictions, space, staff time, or care and security of the collections. The Museum reserves the right to charge a fee to requesters if it is determined that excessive time and/or materials are required for a project.

Due to the large volume of records under control of the Museum, it is impractical to name each record.

#### RECORDS WHICH ARE NOT SUBJECT TO DISCLOSURE INCLUDE

Documents whose release would invade personal privacy.

Works in progress.

Anything that the release of which would be detrimental to the best interests of the Collection; this includes donor information.

Anything that would require the creation of a document not already in existence.

Other matters whose disclosure is restricted by law.

#### Public Record Fees Based on Actual, Reasonable, and Necessary Costs

Black and White Photocopy Reproduction Fees - \$.30 per 8½" x 11" page.

Shipping and Handling Fees – actual, necessary and direct costs of shipping and handling.

Location Fees - Records which, in the view of the Department, will require equal to or more than \$50.00 in total location costs (including labor) will require prepayment of such actual, necessary and direct costs. Location costs less than \$50.00 may not be charged by the authority.

This policy is issued and authorized by the Brown County Neville Public Museum Executive Director in accordance with Wisconsin's Public Records Law and Chapter 3, Section 3.18 of the Brown County Code of Ordinances entitled, "Access to Public Records." This policy shall be made available to the public, filed with the Corporation Counsel and the County Clerk, and posted in the Neville Public Museum.

Revised: 05-01-2017