

Open Meetings & Open Records

Open Meetings law purpose: Because “*the public is entitled to the fullest and most complete information regarding... governmental business.*” Wis. Stat. § 19.81(1).

Open Meetings

- **Public Notice.** Public meetings must be noticed at least 24 hours prior to the scheduled meeting time.
- **Public Access.** Meeting locations must be accessible to the public.
- **Telephone Conference Call Meetings.** Open Meetings Law applies to telephone conference call meetings.
- **Agenda Items.** All discussion items must be included on agenda and meeting notice.

Open Records law purpose: Because “*all persons are entitled to the greatest possible information regarding the affairs of government...*” Wis. Stat. § 19.31.

Open Records

- **Records:** Any written documents or electronically recorded material of Task Force meetings, including subcommittees, are subject to open records.
 - **Includes:** Handwritten, typed, or printed pages, emails, maps, charts, photographs, films, recordings, tapes, optical discs, and any electronically generated or stored data.
 - **Does Not Include:** Drafts and notes prepared for one’s personal use; purely personal property; copyright materials; and published materials.