

WCCA Action Plan

The WCCA Oversight Committee made 31 recommendations related to the electronic access to circuit court records. This document summarizes the actions the Director of State Courts intends on pursuing for each of the 31 recommendations.

RECOMMENDATION	ACTION
1. Electronic court records should be accessible to the public on the Internet through WCCA	The current policy of electronically accessible court records will be retained.
2. The following premises of the Conference of Chief Justices (CCJ) and Conference of State Court Administrators (COSCA) Guidelines for Public Access to Court Records should be adopted as general principles to guide policy development	The CCJ and COSCA guidelines will be used in policy development.
3. Improvements should be made to WCCA to increase clarity and reduce the potential for misuse	Improvements consistent with the report recommendations will be made to increase clarity and reduce the potential for misuse.
4. Executive Case Summaries should be the first screen displayed in all criminal cases. Final criminal dispositions should be prominently displayed in the summary, with more clarification on the page to better reflect the outcome; also, charge history should remain but be located further into the record	Executive Case Summaries will be developed consistent with the report recommendation for criminal cases and those cases involving restraining orders.
5. A statewide form and procedures should be developed to petition the court to remove home addresses for safety reasons	A statewide form and procedures will be developed to remove home addresses for safety reasons in non-criminal cases.
6. A statewide form and procedures should be developed to petition the court to remove personal information from WCCA specifically in criminal, traffic or ordinance violation cases where the prosecutor certifies or the judge makes a	A statewide form and procedures will be developed to petition the court to remove personal information from WCCA as described in the recommendation.

finding of fact that the complaint or citation was issued in error due to mistaken identity or identity theft. A request must be made to the prosecutor prior to submitting the petition to the judge	
7. The current approach to handling Date of Birth should be maintained	Current practice will be retained.
8. GAL field should be removed from criminal cases	The GAL field will be removed from criminal cases.
9. Defer to the CCAP Steering Committee regarding the Race field	The use of the Race field will be deferred to the CCAP Steering Committee.

10. Aliases should be changed to AKA (also known as) and some type of clarification should be made if it is a result of a typographical correction	Aliases will be changed to AKA and some type of clarification will be included if it is a result of a typographical correction.
11. Future scheduled activity should remain on WCCA	Current policy will be retained.
12. No changes should be made concerning the display of family cases	Current policy will be retained.
13. The Director of State Courts should request the Legislative Council to study the issues of expunction and “second chance” legislation, and note that committee members would offer their services	This request was submitted to the Legislative Council. The Legislative Council is proceeding with a study on the expunction of criminal records.
14. Concerning expungement and sealing of records, the current WCCA policy is acceptable, although if the expunction laws are changed or new case law is promulgated, this issue should be revisited at that time. Also, the Records Management Committee should be asked to create a mandatory form to formalize the procedures and criteria set in case law for sealing documents or cases	Review of the case law will be reviewed for possible inclusion in judicial benchbooks. Further action will be deferred until the Legislative Council completes its work on the expunction law review.

15. Electronic documents should not be posted on WCCA at this time	WCCA will not be expanded to include electronic documents at the current time.
16. Audio files should not be made available on WCCA at this time	WCCA will not be expanded to include digital audio files at the current time.
17. Continue the current practice of not posting physical description information on WCCA	The current policy will be retained.
18. A general glossary of court terms and links to federal court websites should be posted on WCCA	A glossary of court terms and federal court websites will be included on WCCA.
19. For bulk data subscribers, language should be added to the subscriber agreement outlining the Notice to Employer concerning employment discrimination as well as including the language used in the Executive Case Summaries for pending and dismissed criminal cases where there is no conviction	Contract language regarding the Executive Summaries will be made in conjunction with the development of those summaries.
20. Change the disclaimer regarding accuracy on the WCCA entry page.	The disclaimer will be changed
21. Move that language in Recommendation 20 from in the disclaimer window to under it	The location of the disclaimer will be changed consistent with this recommendation.
22. Provide a link from the WCCA entry page to an FAQ (frequently asked questions) explaining the error correction procedure	A link will be provided from the WCCA entry page to information explaining the error correction procedure.
23. Provide a link from the FAQ explaining the error correction procedure to a form.	A link will be provided from the FAQ to a form used for error correction.
24. Add FAQ regarding last known address	A FAQ will be added concerning the last known address field.

<p>25. Clerks of circuit court should be consulted and involved in finalizing and implementing the error correction procedure</p>	<p>The clerks of circuit court will be consulted in the development of and implementation of the error correction procedure.</p>
<p>26. Change the language in the introductory paragraph on the WCCA entry page</p>	<p>The language in the introductory paragraph on the WCCA entry page will be changed.</p>
<p>27. Retention of case records on WCCA should not be longer than the existence of the underlying physical record in the Circuit Court</p>	<p>The policy regarding record retention on WCCA will comply with this principle.</p>
<p>28. The maximum amount of time that case records should remain on WCCA is the minimum amount of time set in Supreme Court Rule 72. The committee further recommends that the Supreme Court should comprehensively review SCR 72</p>	<p>The maximum time a case will remain on WCCA is the minimum amount set forth in Supreme Court Rule 72.</p> <p>A committee will be formed a to review SCR 72 to determine if revisions are necessary.</p>
<p>29. Ask the Director of State Courts Records Management Committee to consider the following changes to SCR 72:</p> <ul style="list-style-type: none"> • Retain Ch. 980 cases (Sexually Violent Persons Commitment) for 75 years. • Retain Criminal OWI case records longer than 20 years. 	<p>These changes will be referred to the Records Management Committee.</p>
<p>30. Three exceptions to the WCCA Retention Schedule are recommended</p>	<p>The three exceptions will be made to the retention schedule.</p>
<p>31. Remove the domestic violence checkbox from the WCCA case record and request CCAP to further investigate the reason for its existence</p>	<p>The domestic violence checkbox should be removed from WCCA. CCAP will work with the Office of Court Operations to determine if this feature is necessary in the future.</p>