



GREG BROCKMEYER  
Director

**COUNTY OF DANE**  
DEPARTMENT OF ADMINISTRATION

**RISK MANAGEMENT**

Room 425 City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, WI 53703-3342  
608/266-4134  
FAX 608/283-2973 TTY 608/266-4941

DAN LOWNDES  
Risk Manager

**MEMORANDUM**

TO: PERSONNEL & FINANCE  
FROM: GREG BROCKMEYER  
RE: APPOINTMENT OF RECORDS CONTROL OFFICER  
DATE: OCTOBER 5, 2023

---

Dane County Ordinances state as follows:

**16.06 RECORDS CONTROL OFFICER.** The director of the department, with the written approval of the committee as reflected in its minutes, shall appoint a member of his or her staff to be the records control officer.

Dane County Department of Administration hired Constance Vanderhoef to be Dane County's next Records Control Officer back in April, 2023. Constance came to Dane County with years of records experience at the Wisconsin Department of Corrections. Now that she has had six months of on-the-job training, I would like this Committee to approve her appointment and reflect that approval in your minutes.