

Town of Sumner

Policy 2018-1210

NOTICE OF RECORDS ACCESS AND FEES

Purpose and Authority – This Policy details the way in which the public can access public records and the associated fees for reproduction of records in conformance with sec. 19.33 and sec. 19.34 Wis. Stats.

The public may access records in the custody of the clerk, obtain information from records, make requests for records, obtain copies of records, and learn the costs of obtaining copies of records from the town clerk as follows:

The Town Clerk will permit access to Town Records in the custody of the Clerk upon at least 72 hours written or oral notice to the town clerk of the intent to inspect or copy a record. The Clerk may deny a request in whole or in part and shall notify the requester in writing of the reasons. A denial of an oral request may be made orally.

The following are the fees for satisfying record requests under s 19.35 Wis Stats.:

1. Costs of reproduction as follows:
 - a. Cost of reproduction will be \$0.15 page black and white/\$0.20 page color.
 - b. Cost of reproduction for 2 sided will be \$0.20 black and white/\$0.25 color.
2. Cost of shipping and mailing of any copy will be based on 1st class mail.
3. Requests involving research or requests for large numbers of records when the actual, necessary, and direct cost of retrieving and producing the record will exceed \$50.00 will be billed at an hourly rate of \$15.00 plus costs. These requests may take 10 days or more although every effort will be made to accommodate such requests in a timely manner.
4. Payment for reproduction costs, shipping and research will be by check, money order, or bank check only.
5. When the cost of responding to a request may exceed \$10.00, prepayment of the fee may be required.

Passed by motion to ratify the Notice of Records Access and Fees Policy at the December 10th, 2018 Town Board Meeting.

Motion By _____

Second By _____

Ayes_____ Noes_____ Absent_____ Abstain_____

_____ John Dohner, Jr. Chairman

_____ Randall Burdick, Supervisor I

_____ Rosemary Olson, Supervisor II

_____ Attest: Glendan Rewoldt, Clerk