

VILLAGE OF CASSVILLE

PUBLIC RECORDS POLICY

PURSUANT TO SEC 19.34 WIS STATS

The Village of Cassville is a Wisconsin Municipality with a Village Board of seven members, including the Village President.

Village Clerk: Molly Roskams
Business Hours: Monday – Thursday, 8:00am – 4:00pm
Friday, 8:00am – 12:00pm
Phone number: Excluding holidays
608-725-5180
Location/Mailing address: Village of Cassville
100 West Amelia Street
PO Box 171
Cassville, WI 53806

The Village Clerk is the legal custodian of all records of the Village pertaining to the Village Board of Trustees' matters and other legal records required by law to be maintained and kept by the Clerk. Any person may contact the Clerk's office for an appointment.

Records may be inspected in the Clerk's Office during regular business hours. Written request for photocopies, tapes, documents, etc. must be filled out on an *Open Records Request* form provided by the Clerk's Office, or on the requestor's stationary. The requestor's phone number should be included with the request in case we need to clarify the exact nature of the request.

The cost will be \$0.20 per photocopy, plus the cost of postage or faxing. A request requiring research, or multiple reports, shall be assessed at a fee of \$25 per hour or fraction thereof for labor. If total copying and/or administrative charges exceed \$10, prepayment will be required.

VILLAGE OF CASSVILLE

OPEN RECORDS REQUEST

Records may be released during the regular business hours of the Village of Cassville Clerk's Office.

Please fill out this form if you are requesting an inspection or photocopies of Village records. Requests exceeding \$10.00 must be paid in advance.

Date of Request: _____

Name: _____ Phone number: _____

Address: _____

Information or Records Requested (Please be specific): _____

Signature of person making the request: _____

Fees: \$0.20 per photocopy/page \$ _____

Postage/Faxing \$ _____

Administrative Charges: Requests requiring research, or multiple reports, shall be assessed labor fees.

_____ Hours @ \$25/hr (or fraction of) \$ _____

TOTAL: \$ _____

Please allow at least 10 days for information to be researched. Your request will be given priority, and you will be notified as soon as the records requested are available to you.

Any information given orally or in writing by Village officials may be subject to errors or omission and shall not be a binding liability upon the Village of Cassville.