

Open Records Requests

PUBLIC NOTICE: ACCESS TO RECORDS

This Notice is provided pursuant to Wis. Stat. § 19.34.
You have a right to inspect and copy certain records under Wisconsin's Public Records Law. See Wis. Stat. §§ 19.31-19.39.

PROCEDURE FOR MAKING REQUESTS

Pursuant to Wis. Stat. ch. 19, the Secretary of the Blenker Sherry Sanitary District Commission is the legal custodian of the town's records.

Questions concerning application or interpretation of the open records law or requests for access to records of The Blenker Sherry Sanitary District should be directed to:

Commissioner Jay Stuttgen, Secretary
PO Box 46
Blenker, WI, 54415
djstuttgen1022@gmail.com

The Town of Milladore town hall, located at 3720 County Road P, Milladore, WI, 54454, is the official physical address of the Blenker Sherry Sanitary District. If records are to be shown at this location, the times are as such:

19.34(2)(b)2. By appointment only. In such case, the authority may require 24 hours' advance written or oral notice of intent to inspect or copy a record.

Note: A person requesting to inspect a record or receive a copy of a record may submit a written application or give an oral application at the Town of Milladore town hall as required above. Please use form ORR001 as this application.

FEES

The Blenker Sherry Sanitary District may charge the actual, necessary, and direct cost of producing a record. Wis. Stat. § 19.35(3)(a). When the request calls for a copy of the record, and the record can be photocopied, a standard fee of \$0.25 cents for black and white and \$0.65 cents for color pages per printed page will be assessed. If the requested records already exist in an electronic format and electronic copies are

provided, costs will not be charged on a per-page basis, but if the record is not in readily comprehensible form, The Blenker Sherry Sanitary District may charge the actual cost of creating a readily comprehensible copy. *WIREData, Inc. v. Village of Sussex*, 2008 WI 69, 310 Wis. 2d 397, 751 N.W.2d 736. The Blenker Sherry Sanitary District may charge the actual, necessary, and direct transcription costs. Wis. Stat. § 19.35(3)(a). The Blenker Sherry Sanitary District will not charge for the cost of reviewing records for possible redaction or removal of confidential information.

The Blenker Sherry Sanitary District may charge the actual, necessary, and direct cost of locating the records if it exceeds \$50.00. Wis. Stat. § 19.35(3)(c). Any staff time necessary for locating records will be billed at the hourly rate of salary and benefits for the lowest-paid employee capable of performing the task. If the records are mailed to the requester, the Blenker Sherry Sanitary District may charge the actual, necessary, and direct shipping costs. Wis. Stat. § 19.35(3)(d).

The above fees apply except where a different fee is authorized by law. Pre-payment of fees will be required if the total costs are greater than \$5.00. Wis. Stat. § 19.35(3)(f). Fees totaling less than \$5.00 may be waived at the discretion of the The Blenker Sherry Sanitary District.