

Ordinance #041513o
Ordinance Adopting Notice of Records Access
Town of Sterling
Polk County, Wisconsin

STATE OF WISCONSIN
Town of Sterling
Polk County

19.34 Notice of records access

The Town Board of the Town of Sterling, Polk County, Wisconsin, has specific authority under s. 19.34, Wis. Stats., to adopt this ordinance.

This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached notice of Records Access, which, pursuant to s. 19.34 (1), Wis. Stats., contains a description of town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information from and access to records in the town's custody, make requests for town records, or obtain copies of town records, and the costs thereof, and the attached to this ordinance is so adopted.

The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.

The clerk of the Town of Sterling, Polk County, Wisconsin, by this notice states that the clerk of the Town of Sterling has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Sterling, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

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

a. The town clerk does not maintain regular office hours at the location where records of the town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk or the intent to inspect or copy a record. The location of the records in the custody of the clerk is 2510 241st Street, Cushing, WI 54006.

As required under s. 19.34 (1), Wis. Stats., each Town Local Public Office is available from the Polk County Clerk's office at 715-485-9226. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

Local Public Office All current names and phone numbers can be obtained from the Polk County Clerk's Office at 715-485-9226

Chairperson

Supervisor

Supervisor

Clerk/Treasurer

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

- a. Actual cost of transcription and reproduction - \$.25 per page.
- b. Actual cost of photography and photographic processing - \$.25 /photo.
- c. Actual cost of locating a record if the cost is more than \$50 - \$150.00.
- d. Actual cost of shipping and mailing of any copy or photograph – \$.50 or actual cost of mailing, which ever is greater.

This ordinance is effective on April 19, 2013.

The town clerk shall properly post this ordinance as required under s. 60.80, Wis. Stats.

Adopted this 15 day of April 2013.

Signed

_____, Chairman

_____, Supervisor

_____, Supervisor

Attest: _____, Town Clerk