

VILLAGE OF SUMMIT

NOTICE OF PUBLIC RECORDS ACCESSIBILITY

(State Statute 19.34(1) Procedural Information)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wisconsin Statutes 19.34.

The following Department Heads are designated records custodian for their respective Department:

- Debra J. Michael, Administrator/Village Clerk-Treasurer
- Michael Hartert, Police Chief
- Kamron Nash, Public Works Director

As it is impractical to name every record, only the department and the official custodian for the records of that department of the Village are listed above. If you are interested in a special record, please ask the office staff of the Village and they will tell you which department has custody of that record. A Request for Access to Public Records form will be provided by the office staff to aid you in describing the requested record.

The cost of photocopying shall be 25 cents per copy for 8.5" x 11" black and white copies, and actual cost for other types of reproductions. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction. In some cases additional charges may apply, such as to recover costs for locating a record, mailing or shipping costs, oversized copies or color copies. No records shall be mailed to any applicant unless prior arrangements are made with the Department of the record custodian for payment of postage.

Public records may be requested, inspected and copies obtained during normal business hours, Monday through Friday, 8 AM to 4 PM at the Village Hall, 37100 Delafield Road, Summit, Wisconsin.