



2621 Jody Drive - New Franken, WI - 54229
Ph: (920) 406-9380 www.townofscott.com Fx: (920) 406-9381
clerk@townofscottbrownwi.gov

General Ordinance 04-26:
An Ordinance adopting the Notice of Records Access for the Town of Scott

STATE OF WISCONSIN
Town of Scott
Brown County

The Town Board of the Town of Scott, Brown County, Wisconsin, has the 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 the 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.

This ordinance is effective on March 11, 2026.

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

Adopted this 11th day of March 2026.



PUBLIC RECORDS NOTICE

STATE OF WISCONSIN

Town of Scott

Brown County

The Clerk of the Town of Scott, Brown County, Wisconsin, by this notice states that the Clerk of the Town of Scott has been designated under s. [19.33](#), Wis. stats., as the legal custodian of records for the Town of Scott and the deputy clerk the deputy legal custodian of records for the Town of Scott, 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 as follows:

Town Hall maintains regular office hours of 9 a.m. to 3 p.m., Monday through Thursday and Friday 9 a.m. to noon, except legal holidays, at Town Hall (2621 Jody Drive, New Franken, WI 54229).

As required under s. [19.34 \(1\)](#), Wis. stats., each Town Local Public Office is listed below.

Clerk/Treasurer Office: 2621 Jody Drive

Assessor's Office: 2621 Jody Drive

Building/Zoning: 2621 Jody Drive

SMU: 2621 Jody Drive

Methods for requesting and obtaining records

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:

Requests for access to a public record may be made orally or in writing, and directed to the legal custodian of the record. In the event of the Clerk's absence, the deputy clerk may receive and process the records request.

Requests for Town Supervisor/Chairman records should be directed to the elected official and the Clerk. Elected officials are their own record custodians.

The following are the fees for satisfying record requests under s. [19.35](#), Wis. stats.:

Black-and-white paper documents (per page).....	\$0.10
- Color paper documents (per page).....	\$0.25
- USB/DigitalFlashDrives.....	\$ 5
- Shipping/Mailing	\$actual cost

For unique or voluminous requests or copies of records, requesters may be charged the actual, necessary and direct costs of reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00.

Dated this 11th day of March, 2026

Jaime M. Fuge
Clerk/Treasurer