



# VILLAGE OF BARNEVELD

403 E. County Hwy ID, Barneveld, WI 53507

Phone: (608)924-6861 Fax: (608)924-3056

Email – [Michelle@barneveldwi.gov](mailto:Michelle@barneveldwi.gov) | [Brianna@barneveldwi.gov](mailto:Brianna@barneveldwi.gov)

Village Web Site – [www.barneveldwi.gov](http://www.barneveldwi.gov)

## Village of Barneveld Public Records Request

Requests are to be submitted to the Clerk's Office for processing through the following:

- Mail: 403 E County Hwy ID. Barneveld, WI 53507
- Email: [Michelle@barneveldwi.gov](mailto:Michelle@barneveldwi.gov) or [Brianna@barneveldwi.gov](mailto:Brianna@barneveldwi.gov)
  - Fax: (608) 924-3056
  - In person at the Village Office

Requestor's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Would you prefer to receive your request by:     Mail         Email         Will Pick up

Information of Records being requested (please be as specific as possible, using an additional sheet if necessary. If you have a file or case number, please include this information. Your ability to specify the specific records will assist us in providing the information or records in a timely manner.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of Request: Some records may require a balancing of privacy rights, governmental interests and other confidentiality policies on one hand and the public interest in disclosure on the other. The identity and motive of the person seeking the disclosure of a particular public record may be relevant in determining whether a record is exempt from disclosure under a conditional exemption, please give a brief statement as to the purpose of your request:

\_\_\_\_\_

I understand the Village of Barneveld shall grant access to public records, right to inspect, copy and/or receipt of record copies under Wisconsin State Statute 19.34. I further understand the Village of Barneveld's fees are as posted.

\_\_\_\_\_  
Signature of Requestor

\_\_\_\_\_  
Date

### For Office Use Only

Request received by: \_\_\_\_\_ Date: \_\_\_\_\_

Number of copies: \_\_\_\_\_ x \$0.25 per page = \$ \_\_\_\_\_

Postage required (if mailed): \$ \_\_\_\_\_

Date Paid by Requestor (if applicable) \_\_\_\_\_  cash     check # \_\_\_\_\_

# VILLAGE OF BARNEVELD

## 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:

Michelle Walker, Clerk-Treasurer

Brianna Ranney, Deputy Clerk-Treasurer

Mike Weier, Director of Public Works

Jeremy Oyen, Chief of Police

Scott Jelle, Building Inspector

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 specific 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 twenty-five cents per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction. No copies shall be mailed to any applicant unless prior arrangements are made with the Village Clerk for payment of postage.

Public Records may be requested, inspected and copies obtained during normal business hours Monday through Thursday from 7:30 a.m. to 4:00 p.m. (closed over the lunch hour from noon to 1:00 p.m.) and Fridays from 7:30 a.m. to 11:30 a.m. at the Barneveld-Brigham Municipal Building, 403 E. County ID, Barneveld.