

Town of Dewey
Copy Fees for Town Documents Through Open Record Requests Policy

The Town of Dewey Town Board establishes this "Copy Fees for Town Documents Through Open Record Requests Policy" to address the following four (4) areas: 1) recognize the citizens right to review Town of Dewey records and proceedings, 2) establish a records request form, 3) authorize the Town Board to set the "Copy Fees" that are part of the Town of Dewey Fee Schedule, and 4) establish payment requirements.

1) The Town Board of the Town of Dewey hereby acknowledges the citizens' right to review the Town of Dewey records and proceedings per Wis. Stats. 19.35.

2) In this regard the Town Board of the Town of Dewey does hereby establish that the Records Request Form shall be completed by the individual requesting such documents and then submitted to the Town Clerk. Upon fulfillment of the request, the Clerk shall file such request.

3) The fees shall be included when the Records Request Form is completed and returned to the Clerk per Wis. Stats. 19.35(1)(e) and (3) for all official Town Documents made through email, oral or written request. The Town Board is authorized to set the "Copy Fees" that are part of the Town of Dewey Fee Schedule. Reference the "Copy Fees" in the Town of Dewey Fee Schedule.

4) Prepayment will be required if the total cost will exceed \$5.00 per request applied to the cost of materials per Wis. Stats. 19.35 (3) (f). Other requests will be charged at the actual cost at the time of reproduction. Requests will be held for a period of seven (7) days; if not collected no additional requests will be honored until the previous bill is paid.

The Town Board of the Town of Dewey reserves the right to review and amend the "Copy Fees" that are part of the Town of Dewey Fee Schedule as they deem necessary.

Policy Approval Date: 3-16-2024

Chairperson: Maurice King
Maurice King

Supervisor: Dennis Hintz
Dennis Hintz

Supervisor: LeRoy Pukrop
LeRoy Pukrop