

CHANGES TO THE COST OF COPIES AND HOURLY RATE FOR  
EMPLOYEES TO LOCATE RECORDS

September 2<sup>nd</sup>, 2009

Ordinance No. 83-4-5

OFFICIAL NOTICE  
ACCESS TO PUBLIC RECORDS

1. INTRODUCTION

PURSUANT TO WISCONSIN LAW, this Notice has been adopted by the Town Board of the Town of Saratoga. The Town Board of the Town of Saratoga has directed that this Notice be placed in prominent and conspicuous location throughout the Town, so that the Notice can be viewed and inspected by any member of the public.

2. THE TOWN OF SARATOGA IS SUBJECT TO THE WISCONSIN PUBLIC RECORDS LAW

A. The Town Board has designated the Town Clerk and/or his or her designee as the official legal custodian of the records and property of the Town. The name of the individual presently holding this position can be obtained by contacting the Office of the Town Clerk which is located at the following address:

Town of Saratoga  
1120 State Hwy 73 South  
Wisconsin Rapids WI 54494

B. Any public record of the Town, other than records maintained in the office of any Town elected official as part of the elected official's records, will be made available for inspection at the office of the official legal custodian of the Town, only upon signed, written request, giving 48 hours notification.

No original public records of the Town shall be removed from the possession of the official legal custodian. The official legal custodian shall be responsible for designating where, when, and how the public records of the Town may be inspected and copied. However, the decisions of the official custodian of the records shall be governed by this notice.

C. The policy of the Town regarding the release, inspection, and/or reproduction of public records is as follows:

1. After the receipt of any written request for access to the public records of the Town, the official legal custodian will attempt to make

such records available as soon thereafter as practical and without unreasonable delay. In any event, every request shall be responded to within five (5) working days.

2. If a request is denied, it will be denied in writing not later than five (5) working days after the request has been made. If a public record cannot be made available within five (5) working days, the official legal custodian will inform the requestor when the record can be made available.

3. If the official legal custodian determines that portions of any records requested contain information which should not be released, the custodian will edit such records to remove the material not to be released and thereafter release the balance of the document.

4. Any requests for computer records of the Town will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of the any computer search; printing charges, and possible time available on the machine. Since computer time can be expensive, computer information will not be provided until the person requesting the information is informed of the estimated costs.

D. It is the general policy of the Town that the Town will not respond to oral requests for records of the Town, and, therefore, all requests for any records of the Town must be submitted in writing to the official legal custodian.

E. Any written request for a record must reasonably describe the record or information sought. If the official legal custodian cannot reasonably determine what records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated in the written denial.

F. Any person shall have not only the right to inspect the records of the Town, but also the right to receive a reproduction of such records. In the event that a person files a written request for reproduction of any of the records of the Town, that person shall be informed of the costs of locating and reproducing such records. Fees charged by the Town relative to the costs of producing any of the records of the Town are as follows:

### 3. FEE SCHEDULE

#### A. Costs of Locating Documents and Researching Information

Most of the Town's records are readily available, or can be located in a relatively short period of time. The Town will determine the cost of locating or researching a record by using the hourly rate of \$24.00 per hour

for employees involved in attempting to locate the record. Charges will be billed according to the ¼ hour basis.

Some of the records of the Town are in off-site storage, archived, or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a record will exceed \$50.00, the official legal custodian will seek the proper written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

#### Reproduction Expenses

1. Costs of copying and reproduction of records where equipment is available:

a. \$.25 a page

b. A hourly charge of \$24.00 per hour will be billed to the person making a request of copies on a ¼ hourly basis. This is in addition to the \$.25 per page charge.

c. The actual cost to the Town of the tapes or other medium used for reproduction shall also be paid by the person making the request.

2. Costs of reproduction of records where equipment is not available within the Town:

a. If equipment necessary for any reproduction is not available within the Town, then the Town will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the Town to the third party vendor.

b. Items in such a situation would include but would not be limited to audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.

c. The actual cost to the Town of the tape or other medium used for reproduction shall also be paid by the person making the request.

#### 4. DISPUTES

A. The official legal custodian of the records of the Town shall report any disputes which arise under this fee schedule to the Town Board and shall recommend to the Town Board such modifications and revisions as he or she deem necessary.

#### 5. PAYMENT OF FEES

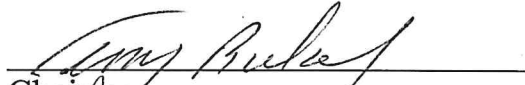
A. The official legal custodian of the records of the Town may require the payment of costs provided herein in advance.

B. The official legal custodian of the records of the Town may, in his or her sole discretion, elect to waive the imposition of the costs provided for herein.

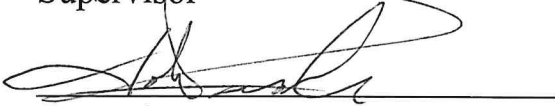
This notice is effective April 5, 1983

Edward H. Olson, Chairman  
Colette J. Matthews, Clerk

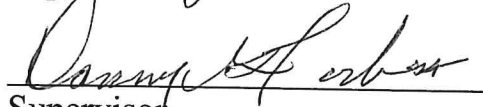
Amended this 2<sup>nd</sup> day of September, 2009.

  
Chairman

  
Supervisor

  
Supervisor

  
Supervisor

  
Supervisor

  
Clerk