

Town of Trempealeau Open Records Request Policy

Except as otherwise provided in 19.36 Wisconsin Statutes, any person has a right to inspect a record and to make or receive a copy of any record as provided in 19.35, Wisconsin Statutes.

In accordance with 19.33 of the Wisconsin Statutes and the authority delegated by Board motion on July 11, 2012, Doris Dahl, Clerk/Treasurer shall act as the legal Records Custodian for the Town of Trempealeau.

Requests to inspect public records may be made to Doris Dahl in her capacity as Town Clerk and Records Custodian, at the Town of Trempealeau Hall, W24854 St Rd 54/93, Galesville, WI 54630.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Thursday, 7:30 a.m. to 4:00 p.m. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. An Open Records Request Form is available for written submission of your open records request.

I understand that the information being requested may be protected by confidential laws prohibiting the documents disclosure under Wisconsin Statutes including, but not limited to, Section 19.32 through 19.39 and that if any records are protected under the state statutes (for example ss.19.36), I may not be entitled to copies under the open records law.

I further understand that pursuant to ss. 19.35(4) stats., copies of the records requested or a written explanation of the reason(s) the request is being denied will be provided within **TEN (10) business days** of submitting this request.

The cost of photocopying of records shall be **.25 cents** per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof.

Per 19.35(3)(f) Wisconsin Statute a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.