

**ORDINANCE NO. 61**

**AN ORDINANCE ADOPTING NOTICE OF RECORDS ACCESS  
The Town of Grand Rapids**

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin, pursuant to §19.34 of the Wisconsin Statutes does ordain as follows with regard to its Town Ordinances:

**61.1 Purpose**

This ordinance shall pursuant to §19.34 Wis. Stats. adopt the Notice of Records Access.

**61.2 Adoption of Notice of Records Access**

The Town Board of the Town of Grand Rapids, Wood County, Wisconsin, has the specific authority under § 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 § 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. Upon any change in the name or address of an official set forth in the attached Notice of Records, the clerk shall revise and repost the Notice to include that change.

The attached Notice of Records is hereby adopted.

**This ordinance shall take effect from and after the date of its passage and publication as provided by law.**

**HISTORY**

**Declaration/Ordinance/Resolution No**

**Dated**

**RESOLUTION NO:**

**2010-24**

**29-June-2010**

**19.34 \* Notice of records access.****STATE OF WISCONSIN**

Town of Grand Rapids

Wood County

The clerk of the Town of Grand Rapids, Wood County, Wisconsin, by this notice is the legal custodian of records for the Town of Grand Rapids, except that elected officials are the custodian of their own records of office. The public may obtain information and access to records in the custody of the clerk during Municipal Building hours as follows:

- 8:00 a.m. – 4:30 p.m. Monday – Thursday
- 8:00 a.m. – 4:00 p.m. Friday
- with exception to those holidays when the Municipal Building is closed

Records which are readily available will be provided promptly. If a search is necessary to locate records, you will be so advised and the record(s) will be provided as soon as practicable. If the actual cost of locating a record exceeds \$50, you may be charged the actual, necessary, and direct cost of location and will be provided with an estimate prior to the search. Records that are exempt from disclosure will not be provided but a statement detailing the basis for the exemption will be given.

Copying charges are made at the actual rate of 25 cents per page. Printing of pictures will be charged at a rate of \$1.00 per picture. Computer files requested transferred to floppy disk will be charged at the rate of \$10.00 per disk. Any information that must be transferred to CD will be charged at the rate of \$20.00 per CD. If you request that we mail copies of records to you, actual mailing costs will be charged to you along with the copying charge. If the total charge exceeds \$5.00 for mailing and/or copying, prepayment of all charges will be required.

As required pursuant to sec. 19.34(1) Wis. Stats., each local public office of the town is listed below. The public may obtain information and access records in the custody of elected officials as custodians of their own offices as follows:

<u>Name</u>	<u>Position</u>	<u>Contact</u>
Don Bohn	Chairman	715-423-5023
Bill Clendenning	Supervisor	715-423-2469
Kathy Alft	Supervisor	715-423-3994
Jeanne Fehrman	Supervisor	715-424-3322
Arne Nystrom	Supervisor	715-423-0653

Any questions may be directed to the Town Clerk personally, by mail, or by telephoning (715) 424-1821.

Dated this 29<sup>th</sup> day of June, 2010.

---

Judy Mclellan, Town Clerk  
Town of Grand Rapids

Approved by Town Board 6-29-10

**RECORD(S) REQUEST**

**STATE OF WISCONSIN**  
Town of Grand Rapids  
Wood County

**DATE OF RECORD(S)  
REQUEST:**

\_\_\_\_\_

**SPECIFIC RECORD(S)  
REQUESTED:**

\_\_\_\_\_

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

**ADDRESS WHERE COPY(S)  
OF RECORD(S) SHOULD  
BE SENT:**

\_\_\_\_\_

**ALTERNATIVE: I WISH TO PICK-UP  
A COPY(S) OF THE REQUESTED  
RECORD(S) ON THE DESIGNATED  
DATE IT WILL BE READY**

Yes \_\_\_\_\_

No \_\_\_\_\_

-----

--

**TOTAL COST FOR \$  
RECORD(S):**

\_\_\_\_\_

**DATE PAID:**

\_\_\_\_\_

**RECORD(S) MAILED  
RECORD(S) ACCESSED IN OFFICE  
RECORD(S) PICKED-UP**

---

**SIGNATURE OF LEGAL CUSTODIAN**

---

**DATE**

ACCESS TO PUBLIC RECORDS.doc