

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 a town official, the clerk shall revise and maintain a current listing of town officials, as well as update said information on the Town’s website.

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
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RESOLUTION NO:

2010-24	29-June-2010
2021-11	8-June-2021

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. – 12:00 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. Information requested transferred to an electronic storage device will be charged at a rate of \$20.00 plus the actual cost of the drive. The Town cannot accept "requestor submitted devices" for transfer of information. 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., contact information for each local public office of the town is maintained on file and available for viewing at the Town Clerk's office, as well as available on the Town's website.

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

Dated this ____th day of _____, 2021.

Lisa Dotter, Town Clerk
Town of Grand Rapids

Approved by Town Board 6-8-2021

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

Should any portion of this ordinance be declared unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected.