

Resolution 01-03-2017, Fee Schedule for Record Requests and Notice of Records Access

STATE OF WISCONSIN

Town of Montrose

Dane County

The clerk of the Town of Montrose, Dane County, Wisconsin, by this notice states that the clerk of the Town of Montrose has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Montrose, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian as follows:

The town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a records. The location of the records in the custody of the clerk is 1341 Diane Avenue, Belleville WI 53508.

As required under s. 19.37 (1), Wis. stats., each Town Local Public Office\* is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

| Local Public Office | Office Holder | Contact Information |
|---------------------|---------------|---------------------|
| Town Clerk          | Julie Bigler  | 608-424-3848        |
| Board Chairperson   | Roger Hodel   | 608-424-6177        |

The following are the fees for satisfying record requests under s. 19.35, Wis. stats.:

Actual Cost of Faxing Requests: \$ 1.00 per page and research costs (if applicable)

Photocopies/Open Records Requests (Record Holder may require written request at their discretion)

Actual Cost of B & W

8 1/2 x 11 Copies: \$ 0.25 per page plus mailing and research costs (if applicable)

Actual Cost of Color 8 1/2 x 11 Copies: \$ 1.00 per page plus mailing and research costs (if applicable)

Actual Cost of B & W 8 1/2 x 14 Copies: \$ 0.50 per page plus mailing and research costs (if applicable)

Actual Cost of Color 11 x 17 Copies: \$ 2.00 per page plus mailing and research costs (if applicable)

Actual Cost of B & W 11 x 17 Copies: \$ 0.75 per page plus mailing and research costs (if applicable)

Actual Cost of Color 11 x 17 Copies: \$ 3.00 per page plus mailing and research costs (if applicable)

Actual Cost of Scanned Documents: \$ 0.10 per page plus mailing and research costs (if applicable)

Actual Cost of Research Costs if the cost is more than \$50: \$ 25.00 per request for the first hour or portion thereof, plus \$25.00 per hour for each additional research hour or fraction of an hour.

Actual Cost of Duplicating recordings : \$ 25. 00 per disk, plus mailing and research costs as listed above (computer disks, CD's Cassette Tapes, etc)

Under s 19.35 (3)(f), Wis. stats., an authority maybe require prepayment by a requestor of any fees imposed under s. 19.35 (3), Wis. stats., if the total amount exceeds \$5.00

The town clerk shall properly post or publish this resolution as required under s. 60.80, Wis. Stats.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2017

\_\_\_\_\_  
Roger Hodel, Chairperson

\_\_\_\_\_  
Randy Francois, First Supervisor

\_\_\_\_\_  
Dan Palmer, Second Supervisor

Attest: \_\_\_\_\_  
Julie L. Bigler, Town Clerk

*\*And "local public office" is defined in s. 19.42 (7w), Wis. stats.*