

**ORDINANCE NO. 1.14**  
**ORDINANCE ADOPTING NOTICE OF RECORDS ACCESS**

STATE OF WISCONSIN  
Town of Cicero  
Outagamie County

The Town Board of the Town of Cicero, Outagamie County, Wisconsin, pursuant to s. 19.34, Wis. stats., does ordain as follows:

**Purpose**

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

**Adoption of Notice of Records Access**

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 s. 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, and the attached to this ordinance is so adopted.

**19.34 \* Notice of records access**

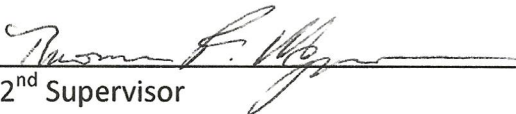
The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.


This ordinance is effective on May 12, 2017. The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 11<sup>th</sup> day of May 2017.

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
1<sup>st</sup> Supervisor

  
\_\_\_\_\_  
2<sup>nd</sup> Supervisor

ATTEST:   
\_\_\_\_\_  
Town Clerk

## 19.34 \* Notice of records access

STATE OF WISCONSIN  
Town of Cicero  
Outagamie County

The clerk of the Town of Cicero, Outagamie County, Wisconsin, by this notice is the legal custodian of records for the Town of Cicero, 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 notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is the Cicero Town Hall.

The legal custodians for the records of the Town officials are designated below:

Chairman – Supervisors 1 – Supervisor 2 – Treasurer – Constable

The designated legal custodians do not maintain regular office hours at the location where records of the agency or department in their custody are kept. The Town will permit access to the records of the agencies and departments in the custody of the designated custodian upon at least 48 hours' written notice to the legal custodian of the intent to inspect or copy a record. The location of the records for each department or agency and contact information for the custodian is listed below:

Contact the Town of Cicero Clerk for instructions to contact custodian.

As required under s. 19.34 (1), Wis. Stats., each Town Local Public Office is listed above. 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:

Contact the Town Clerk for records kept at the Cicero Town Hall.

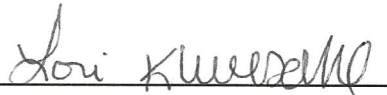
Records which are readily available will be provided promptly. If a search is necessary to locate records, you will be so advised and the record(s) will be provided as soon as practicable. If the actual cost of locating a record exceeds \$50.00, you may be charged the actual, necessary, and direct cost of location. Records that are exempt from disclosure will not be provided but a statement detailing the basis for the exemption will be given.

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

|   |                                     |
|---|-------------------------------------|
| Actual cost of copies.....  | .25 cents per page                  |
| Actual cost of locating a record if cost is more than \$50.00 ..... | \$15.00 per hour                    |
| Actual cost of shipping and mailing .....                           | 1 <sup>st</sup> class mailing rates |
| Actual cost of transferring audio to a CD.....                      | \$20.00 per CD                      |

If the total amount of fees exceeds \$5.00, the Town of Cicero will require prepayment.

Dated this 11<sup>th</sup> day of May, 2017.

  
Clerk

Town of Cicero  
W5402 Brugger Rd  
Black Creek, WI 54106  
(920) 833-9735

### REQUEST FOR PUBLIC RECORDS

Fill out this form if you are requesting an inspection or photocopies of town records; either the requester will complete the form or clerk receiving the oral request.

Date request received \_\_\_\_\_

Your name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_ Email address \_\_\_\_\_

Information or records requested\*\* (Be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees:** \$0.25 per copy \$ \_\_\_\_\_

Postage: 1st class mailing rates \$ \_\_\_\_\_

Transfer of audio to CD \$ \_\_\_\_\_

**Administrative Charges:**

Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

\_\_\_\_\_ @ \$15/hr. (or fraction of) \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Signature of person receiving request: \_\_\_\_\_