

Town of Washington, Green County

OPEN RECORDS POLICY

May 8, 2017

Policy# 17-04-18

1. Purpose

This Policy establishes rules for providing public examination of and access to Open Records for the Town of Washington, Green County, Wisconsin to comply with Wisconsin's Open Records Laws, Wis. Stat. §§ 19.31-19.39.

2. Scope

This Policy applies to public records, regardless of format or media. Only *public records*, not exempted from public access, otherwise known as *open public records* or *open records*.

3. Custodian:

The official custodian or any authorized person having personal custody and control of public records. At the Town of Washington, the Official Custodian of Public Records is the Town Clerk.

4. Official Custodian:

The Town Chairperson or any other Town Official or employee of said agency is responsible for the maintenance, care and keeping of public records, regardless of whether such records are in their actual personal custody and control.

5. Public Records:

All books, papers, maps, photographs, cards, tapes, discs, diskettes, recordings, software, or other documentation regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by a public agency, the Town of Washington.

6. Requests

Requests for access to a public record may be made verbal, email or by written request and directed to the Washington Town Clerk. The Town of Washington shall provide Public access to view said records upon 48 hour written or oral notice of intent to inspect or copy a record.

A records custodian may not deny a request solely because the records custodian believes that the request could be narrowed.

A records custodian may contact a requester to clarify the scope of a confusing request, or to advise the requester about the number and cost of records estimated to be responsive to the request.

7. Ongoing Requests: "Continuing" the public records law does not contemplate requests. "The right of access applies only to records that exist at the time the request is made, and the law contemplates custodial decisions being made with respect to a specific request at the time the request is made."

8. Mandatory: The records custodian must respond to a public records request.

9. Timing: Response must be provided "as soon as practicable and without delay."

- The public records law does not require a response within any specific date and time, such as "two weeks" or "48 hours."

10. Submitting Request:

When submitting an open records request, be sure to provide enough information so we can efficiently process your request. Suggestions to help expedite your request:

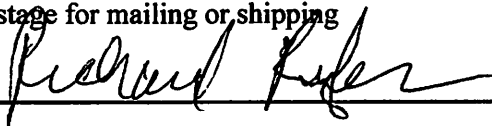
- **Subject:** Make the request specific. The purpose of the time and subject matter limitations is to prevent unreasonably burdening a records custodian by requiring the records custodian to spend excessive amounts of time and resources. A records custodian should not have to guess at what records a requester desires.
- **Dates:** Whenever possible include a date or date range
- **Other Information:** Provide any other relevant information you may have.


11. Open Records Fees:

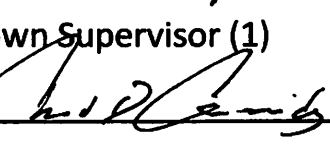
The Town of Washington releases records to authorized photocopy firms that will make copies of records for you, you will be billed at their copy rates at the time. For in house copying the town charges fees listed below. Some requests will require a fee for locating records.

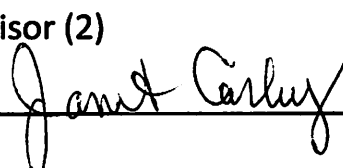
We will review your request and contact you if a fee will be required. Applicable fees must be paid before the request can be fulfilled.

Per page fee for copying and printing	25 cents per page (paper printed on both sides equals 2 pages)
Per page fee for scanning	10 cents per page (paper printed on both sides equals 2 pages)
Location fee	\$25 per hour
CD/DVD/diskette	actual and direct cost
Photographic work, reproduction, transcription	actual and direct cost
Postage for mailing or shipping	actual and direct cost



Town Chairman


Town Supervisor (1)


Town Supervisor (2)


Town Clerk

Signed this 8th day of May, 2017