

19.34 \*Ordinance adopting notice of records access.

STATE OF WISCONSIN

Town of Wheaton, Chippewa County

The Town Board of the Town of Wheaton, Chippewa County, Wisconsin, has the specific authority under s. 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 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 who, 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. (attach to the ordinance a copy of the completed form)

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 publication (or post)

\_\_\_\_\_, 2018.

The town clerk shall properly publish (or post) this ordinance as required under s. 60.80 Wis. Stats.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Mark Blaskowski, Town Chair

\_\_\_\_\_  
Alice Droske, Supervisor

\_\_\_\_\_  
Bud Beckwith, Supervisor

\_\_\_\_\_  
Herb Steinmetz, Supervisor

\_\_\_\_\_  
Dennis Fehr, Supervisor

\_\_\_\_\_  
Scott Deutscher, Town Clerk

19.34 \*Notice of records access.

STATE OF WISCONSIN

Town of Wheaton. Chippewa County

The clerk of the Town of Wheaton, Chippewa County, Wisconsin, by this notice states that the clerk of the Town of Wheaton, has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Wheaton, 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 record. The location of the records in the custody of the clerk is at 4975 County Highway T, Chippewa Falls, WI , 54729.

As required under s. 19.34 (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:

Town Chair email: [wheaton.chair@gmail.com](mailto:wheaton.chair@gmail.com)

Town Supervisor A email: [wheaton.supervisorA@gmail.com](mailto:wheaton.supervisorA@gmail.com)

Town Supervisor B email: [wheaton.supervisorB@gmail.com](mailto:wheaton.supervisorB@gmail.com)

Town Supervisor C email: [wheaton.supervisorC@gmail.com](mailto:wheaton.supervisorC@gmail.com)

Town Supervisor D email: [wheaton.supervisorD@gmail.com](mailto:wheaton.supervisorD@gmail.com)

Town Supervisor E email: [wheaton.supervisorE@gmail.com](mailto:wheaton.supervisorE@gmail.com)

Town Clerk email: [wheaton.clerk@gmail.com](mailto:wheaton.clerk@gmail.com)

Planning Commission Chair: (see Town of Wheaton Website for Planning Commission Chair information)

Parks Commission Chair email: [wheatonpark@gmail.com](mailto:wheatonpark@gmail.com)

NOTE: See the town website at [www.townofwheaton.com](http://www.townofwheaton.com) for names And phone numbers of the people holding these offices.

Continue (page 2):

19.34 \*Notice of records access.

STATE OF WISCONSIN

Town of Wheaton, Chippewa County

Cost of copies: \$0.25 per page (letter and legal size).

Cost of time for locating and reproduction of documents: \$15.00 per hour  
for time after 1 hour.

Cost of reproduction of documents of other sizes: Actual cost of  
reproduction by third party.

Cost of packaging, mailing and shipping: Actual cost.

Reduction or elimination of fees may be granted by the authority if  
determined to be in the best interest of the public.

19.35 Request form for access to or copy of public records  
STATE OF WISCONSIN  
Town of Wheaton, Chippewa County

I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY  
OF RECORD IN POSSESSION OF THE TOWN OF WHEATON, CHIPPEWA  
COUNTY, WISCONSIN

Description of the record(s) to be inspected and/or copies:

Is the record or part of the record requested a personnel record of a town  
employee? Yes \_\_\_\_\_ No \_\_\_\_\_

II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF  
RECORD.

Municipal department, office, or work unit of any authority receiving  
request: (Include name of person receiving request)

Was the request acted upon within 10 days of the request? Yes \_\_\_\_\_  
No \_\_\_\_\_

Action taken on request: ( ) Approved ( ) Approved in part and denied in  
part. ( ) Denied.

If the requested record was a personnel record, was the town employee  
notified of the request? Yes \_\_\_\_\_ No \_\_\_\_\_

Reason for fee:

If a personal request, the date and name and address of the town employee  
notified in writing as to the request and response, if any, received from the  
employee:

