

## PUBLIC RECORDS ACCESS NOTICE

Pursuant to Sections 19.31 through 19.35, Wisconsin Statutes, this office is required to make available to the public those documents deemed to be public records\*

The custodian(s) of records for Town Clerk – Town of La Pointe are:

Alex Smith – Town Clerk

Glenn Carlson - Chairperson (Highest Ranking Official)

OPEN – Town Administrator

The custodian(s) of records for Zoning is the Planning & Zoning Administrator, Ed Schaffer

The custodian(s) of records for the Police Department is the Police Chief, William Defoe

The custodian(s) of records for Assessment is the Assessor, Steven Nordquist

The custodian(s) of records for Ambulance is the Ambulance Director, Sarah Schram

Public records are available for inspection at the La Pointe Town Hall at La Pointe, Wisconsin between **9:30 A.M. – 3:30 P.M. Monday through Friday except for holidays.**

You should make your request in writing and state as clearly as possible which records you want. If your request is denied, you will receive a written reason for denial.

**Any charge for a Public Information Request requires prepayment if over \$5.00.**

**There shall be no charge for locating a record unless the actual cost thereof exceeds \$50, in which case the cost shall be \$30 an hour in accordance with §19.35(3).**

*Amended 2/14/2012, 12/27/2016*

**The cost of copying documents is \$0.33 per page, and this office shall demand prepayment if the total cost of copying exceeds \$5.00.**

Wisconsin law provides, in part, that the authority having custody of the record may, at its option, permit the requester to photocopy the record or provide the requester with a copy substantially as readable as the original.

If you feel you have been wrongfully denied access to a public record, refer to the Public Records Statutes posted with this notice for possible remedies. Due to the length of this statute, please see the Town Clerk, or the Deputy Clerk for a copy.

*\*Access to public records is not without limitations. Certain records must remain confidential by law.*