

## OPEN RECORDS Procedure

Resolution regarding office procedure policy for copying public records:

The Town Board of the Town of Watertown, does hereby resolve to clarify that only the Town of Watertown copy machine shall be used to copy public records of the Town of Watertown. No one may copy public records of the Town of Watertown on his/her own copy machine, nor may anyone copy records with his/her camcorder, digital camera, cell phone, or any other equipment. Rather, only the copy machine that is property of the Town of Watertown may be used to copy public records of the Town and only used by the Custodian of Records or their designee.

Information may be obtained from Records Custodian at the office of the Town Clerk, N8302 High Road, Watertown, Wisconsin, on Tuesdays, between the hours of 5:00 pm. and 6:00 pm., excluding holidays. Records stored at other locations will be available within 48/72 hours after a notice of intent to inspect or copy a record is made. A clear, understandable written notice of intent is needed for all request.

### Record

Agreements/Leases  
Bonding/Borrowing Records  
Board/Committee Minutes  
Meeting Notices  
Oaths of Office  
Ordinance/Resolution Records  
Publication Records  
Voter/Election Records  
Other Records relating to Town Clerk's Office functions

Copies of records may be obtained by payment of the following fee(s):  
\$.50 per page for photocopying plus cost of location or mailing if applicable.  
Five (5) dollars per cassette tape for audio records  
(Four (4) dollars per cassette tape if tape is provided)  
Additional fees may be charged for time spent locating records and/or for mailing, if applicable

**Records Custodian:**  
James Wendt (Clerk)

**Designee:**  
Vonnie Buske, Treasurer

*Note: For limitations upon access and withholding of information, see State Statue 19.36*