

OPEN RECORDS LAW

Resolution regarding office procedure policy for copies of 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 the property of the Town of Watertown, may be used to copy public records of the Town of Watertown and only used by the Custodian of Records or their Designee.

Information may be obtained from the Records Custodian at the office of the Town Administrative Clerk, N8302 High Road, Watertown, Wisconsin, on Tuesdays, between the hours of 4:30pm and 6:00pm., excluding holidays. Other times, request may be received by email or other type of *written* request. No telephone request will be accepted. Up to three (3) days should be allowed for receipt of requested items. Records stored at other locations will be available within a 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 any or all request.

Record:

Agreement/Leases

Bonding/Borrowing Records

Board/ Committee Minutes

Meeting Notices/Agendas

Oaths of Office

Ordinances/Resolution Records

Publication Records

Voter/Election Records

Other Records relating to Town of Watertown functions

Copies of records may be obtained by payment of the following fee(s): \$.50 per page for photocopying. Five (\$5.00) per cassette tape or \$4.00 if cassette tape is provided. Additional fees may be charged for time spent locating records and/or for mailing, if applicable.

Records Custodian:

James Wendt

Administrative Clerk

Designee:

Vonnie Buske

Financial Director

Note:

For limitations upon access and withholding of information, see State Statute 19.36