

TOWN ORGANIZATION

Public Access to Records

The Lac du Flambeau Town Board hereby adopts the following policy concerning public access to records.

- A. The Lac du Flambeau Town Board has designated the Town Clerk as the legal custodian for the public records maintained by the Town.
- B. All public records are maintained at the Town Hall. Access to public records is provided during the hours of 1:00 p.m. to 3:30 p.m. on weekdays. Requests for access to public records, or to obtain copies thereof, may be made in person or by mail to the legal custodian designated above. Requests may be made either orally or in writing, but must in all cases be specific with regard to the record or information requested, and must contain a reasonable limitation as to the subject matter or length of time represented by the records requested.
- C. Public records shall be made available to persons requesting them, except where prohibited by legislation, such as the federal "Rights to Privacy" act.
- D. Any person requesting a copy of a public record may be assessed a fee which shall not exceed the actual, necessary, and direct cost of reproduction and transcription of that public record, and other direct costs authorized by law to be included in such a fee, unless a different fee is otherwise established or authorized by law. Prepayment of the fee so assessed shall be required whenever the total amount thereof exceeds \$5. Information on fees shall be made available from the legal custodian.
- E. The form of notice which is attached to this policy and made a part hereof, shall be prominently displayed and made available for inspection and copying at the Town office for the guidance of the public.

RECORDS CUSTODIAN

The Lac du Flambeau Town Board hereby designates the Town Clerk as the legal custodian of all records of the District in accordance with Section 19.33(1), Wis. Stats.;

The duties of the legal custodian shall be as set forth in Chapter 19, subchapter II, Public Records Property, Sections 19.21-19.39 Wis. Stats.

*Adopted  
12-28-80*

*Adopted  
12-28-80*