

VILLAGE OF FREDONIA

NOTICE OF PUBLIC RECORDS ACCESSIBILITY (State Statute 19.34(1) Procedural Information)

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of such record as provided by Wisconsin Statutes 19.34.

The following Officials/Department Heads are designated as records custodians for their respective Departments:

<u>Officials / Department</u>	<u>Responsible Department</u>
Sandra Tretow, Village Clerk-Treasurer	Clerk-Treasurer, Office (Elections)
Roger Strohm, Director of Public Works/Utilities	Public Works, Water & Wastewater Department
Michael Davel, Village Marshal	Police Department
Brian Weyker, Fire Chief	Fire/Ambulance Department
John Derler, Building Inspector	Inspection Department

As it is impractical to name every record available in each Department, only the Department and the Official Custodian for the records of that Department of the Village are listed above.

Public Records may be requested, inspected and copies obtained during the regular business hours of the Department, as posted at the specific Department location.

The cost of photocopying a requested record shall be twenty-five cents (\$0.25) per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction. In addition to the copying cost, the Village reserves the right to charge the applicant for the time required to obtain the requested record, if it is determined that the cost to obtain such record is \$50.00 or greater. The Village can require pre-payment of the fees only if the fee exceeds \$5.00. The Official Custodian of the requested record may provide copies of said record without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest. Please Note: No copies shall be mailed to any applicant unless prior arrangements are made with the Village Clerk for payment of postage.

A Request for Access to Public Records form will be provided, upon request, to aid you in describing the requested record. This form is also available on the Village of Fredonia website www.village.fredonia.wi.us. Public record requests shall be submitted to the Village Clerk's Office for review and distribution to the appropriate Village Department. The Village's Clerk's Office is located at 242 Fredonia Avenue, Fredonia, WI, 53021. Normal office hours are Monday – Friday from 8:30 a.m. – 4:30 p.m.