

Town of Richfield, Wood County, Wisconsin

Ordinance #13

Notice of Records Access

STATE OF WISCONSIN
Town of Richfield
Wood County

The clerk of the Town of Richfield, Wood County, Wisconsin, by this notice states that the clerk of the Town of Richfield has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Richfield, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian as follows:

The town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is Town of Richfield Town Hall, 8478 Richfield Dr., Marshfield, WI 54449.

As required under s. 19.34 (1), Wis. stats., each Town Local Public Office* is listed below:

Township of Richfield Chairman
Township of Richfield Supervisor #1
Township of Richfield Supervisor #2
Township of Richfield Clerk
Township of Richfield Treasurer

The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

Local Public Office Holder Contact Information

The following are the fees for satisfying record requests under s. 19.35, Wis. stats.:

- a. Actual cost of transcription and reproduction – \$0.15 per page.
- b. Actual cost of photography and photographic processing – current cost
- c. Actual cost of locating a record if the cost is more than \$50 – \$22.54 per hour.
- d. Actual cost of shipping and mailing of any copy or photograph – current cost.

Adopted this 16th day of July, 2023 by the Town Board of Supervisors of the Town of Richfield, Wood County.

For a signed copy please contact the Town of Richfield Clerk.

* *Note: "Local public office" is defined in s. 19.32 (1dm), Wis. stats., as:*

19.32 (1dm) "Local public office" has the meaning given in s. 19.42 (7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70 (1) (i).

And "local public office" is defined in s. 19.42 (7w), Wis. stats., as:

19.42 (7w) "Local public office" means any of the following offices, except an office specified in sub. (13):

- (a) An elective office of a local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.
- (cm) The position of member of the board of directors of a local exposition district under subchapter II of chapter 229 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.