

**TOWN OF DODGEVILLE  
Iowa County, Wisconsin**

**Chapter 29**

**ORDINANCE ADOPTING OPEN RECORDS POLICY**

The Town Board of the Town of Dodgeville, Iowa County, Wisconsin, has the specific authority under s. 19.34, Wisconsin statutes, to adopt this ordinance.

This ordinance, adopted by a majority of the Town Board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached Notice of Records Access, which, pursuant to s. 19.34 (1), Wisconsin statutes, contains a description of the town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information from and access to records in the Town's custody, make requests for Town records, or obtain copies of Town records, and the costs thereof, and the attached to this ordinance is so adopted.

**19.34 \* NOTICE OF RECORDS ACCESS**

The Town Clerk shall prominently display and make available for inspection and copying at the Town office copies of the Notice of Records Access, for the guidance of the public.

**NOTICE OF RECORDS ACCESS FORM**

STATE OF WISCONSIN

Town of Dodgeville

Iowa County

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

The public may obtain information and access to records in the custody of the Clerk or other appropriate legal custodian(s), 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 by contacting the Town Clerk, 108 E. Leffler Street, Dodgeville, WI 53533; telephone number (608) 935-5808; e-mail: [twnclerk@mhtc.net](mailto:twnclerk@mhtc.net).

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

Photocopies/Printing Costs: Please refer to copy fee on the Town of Dodgeville Fee Schedule for photocopies and computer print-outs.

Visual Inspections: There is no charge for visual inspections of public records during normal office hours; however, an appointment may be necessary to ensure the record is available.

Computer Disc: Some records are stored in an electronic format only or can be made available on a compact disc. Please refer to the Computer Disc fee on the Town of Dodgeville Fee Schedule.

Data Conversion: Please refer to the Data Conversion fee on the Town of Dodgeville Fee Schedule. If professional labor is needed to convert data, the Town will charge the actual cost of the professional labor.

Location Costs: If locating the requested record necessarily requires two or more hours of Town employee labor, the Town will charge a fee for the direct costs of location. Please refer to the location costs on the Town of Dodgeville Fee Schedule.

Mailing Costs: The Town will charge the actual cost determined by the United States Postal Service of mailing or shipping any records to the requestor.

The requester may be charged a fee for the actual, necessary, and direct costs of fulfilling the request. If the total cost of fulfilling the request exceeds \$5.00, the custodian may require prepayment before the request is fulfilled.

**19.35 \* Request form for access to or copy of public record.**

**I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD IN POSSESSION OF THE TOWN OF DODGEVILLE, IOWA COUNTY, WISCONSIN**

Description of the record(s) to be inspected and/or copied:

**Please note:** A request "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request." (s. 19.35 (1) (h), Wis. stats.) The request may be made orally, but a request must be in writing before an action to enforce the request is commenced under s. 19.37, Wis. stats.

Date and time requested to inspect record: \_\_\_\_\_

Name of requester: \_\_\_\_\_

Date and time requested for copy of record: \_\_\_\_\_

Mailing address of requester: \_\_\_\_\_

Telephone number (Optional): \_\_\_\_\_

Is the record or part of the record requested a personnel record of a town employee?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If "yes," which employee? \_\_\_\_\_

**Please note:** A request may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (s. 19.35 (1) (i), Wis. stats.)

Amount of any prepayment paid to legal custodian (s. 19.35 (3) (f), Wis. stats.): \$\_\_\_\_\_

**II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD.**

Name of official, Date and time request received: \_\_\_\_\_

Date and time request completed: \_\_\_\_\_

Was the request acted upon within 10 days of the request? Yes \_\_\_\_\_ No \_\_\_\_\_  
Action taken on request: ( ) Approved ( ) Approved in part and denied in part ( ) Denied  
If the requested record was a personnel record, was the town employee notified of the request?  
Yes \_\_\_\_\_ No \_\_\_\_\_\*

**Please note:** For a denial, attach a copy of any statement of the reasons denying access to, a copy of, or other information contained in any public record covered by this request. If the request for the record was in writing, the denial determination is subject to review by mandamus under s. 19.37 (1), Wis. stats., or upon application to the attorney general or a district attorney. (s. 19.34 (4) (b), Wis. stats.)

Amount of any prepayment requested: \$\_\_\_\_\_

Amount of any fee to be paid by requester: \$\_\_\_\_\_

Reason for fee:

Name and title of legal custodian or deputy acting on request: \_\_\_\_\_

If a personal record request, the date and name and address of the town employee notified in writing as to the request and response, if any, received from the employee:

This ordinance and form is effective on posting on October 6th, 2015.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wisconsin statutes.

Adopted this 6<sup>th</sup> day of October in the year 2015 by roll call vote.

\_\_\_\_\_  
Curt Peterson, Town Chairman

Attested by: \_\_\_\_\_  
Sara Olson, Clerk/Treasurer