

TOWN OF CLYMAN

Dodge County, Wisconsin

OPEN RECORDS REQUEST

Date of Request: _____

Requestor's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email: _____

Records Requested (Please be as specific as possible; names, dates, locations, etc.):

Circle One: **Pickup** or **Mail**

Additional information or comments: _____

Signature: _____ Date: _____

Standard cost of \$.25 per side of page. If locating records exceeds \$50.00, there will be a charge for the Clerk's time at the usual hourly rate of pay billed to the requestor. Cost of obtaining records must be paid for prior to any records being released. If requested Information is not picked up within two weeks after being noticed that it is available, a new request will be required. You will be charged for both searches.

To Be Completed By Approving Authority:

Received by: _____ Approved: Yes ___ No ___ Authority: _____

If denied, reason for denial: _____

Number of Pages: _____ Fees Received: \$ _____

Notice Regarding Public Records

Except as otherwise provided in §19.36 Wis. Stats., any person has a right to inspect a record and to make or receive a copy of any record as provided in SS19.35, Wis. Stats.

In accordance with §19.33 of the Wis. Stats., the Town Clerk for the Town of Clyman shall act as the legal Records Custodian for the Town of Clyman as well as the designated custodian of all records of the Town Board, and any such committees, commissions, boards or other authorities created by ordinance or resolution of the common council.

Requests to inspect public records may be made to the Town Clerk at the Town of Clyman Hall, 735 Main Street, PO Box 159, Clyman, WI 53016.

Public records may be requested, inspected and copies obtained by appointment through the Town Clerk, via mail or by calling the Town Hall. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. An [Open Records Request Form](#) is available for written submission of your open records request.

The cost of photocopying of records shall be \$.25 per side of page, which has been calculated to the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Record Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

The following individuals, or designee thereof, shall be the legal custodian of records for the corresponding offices or authorities.

General Records	Town Clerk
Town Attorney	Andy Griggs of Neuberger, Wakeman, Lorenz, Griggs & Sweet 136 Hospital Drive Watertown WI 53098
Fire/EMS Department	Eric Howlett
Fire Commission	Dave Beal
Plan Commission	Pat Morrison
Appeals Board	Stan Jones
