

October 14, 2008 **OPEN RECORDS REQUEST**

RESOLUTION NO. 2008♦A  
OPEN RECORDS REQUEST OF THE TOWN of BELVIDERE

The Town of Belvidere is a duly existing Municipal Corporation in the State of Wisconsin. The legal custodian of all public records is the office of Town Clerk. The Town Clerk will record all written open record inquiries, track the requested documents and bill the Requestor of documents. The Town Clerk will provide a photocopy as readable as the original document. The Clerk will make every effort to review the written request and either respond in writing within ten (10) business days if at all possible or if delayed (up to 20 business days) may be necessary. In the event the written request is denied, a written response will list the reason for the refusal.

Not all records are contained within the public domain and Wisconsin Statutes prohibit the disclosure of certain documents held by the Township: ie: social security numbers and employee♦s personal identifiable information; information related to a current investigation of a possible criminal offense or misconduct connected with employment prior to conclusion of the investigation; employee evaluations; minutes or notes from closed hearings; medical or mental records and other generally defined exempt records.

FEES/COSTS

1. Photocopy expenses - \$0.25 per letter or legal size pages only (no color copies);
2. Larger pages are available for inspection at an agreed upon date and time at the designated location to view;
3. Audio recording - \$10.00 cassette tape;
4. A Research Fee will be assessed at an hourly rate for locating and duplicating;
5. Shipping/handling, postage or mailing fees as determined by weight;
6. The Town Clerk under WI Stats 19.35(3)f, requires payment of the estimated costs prior to starting the Open Records Request from the Requestor;

RESOLVED, that from and after the 14th day of OCTOBER, 2008, the TOWN of BELVIDERE, BUFFALO COUNTY, WISCONSIN has on record the above items concerning any Open Records Request, and amendments thereto. The Clerk of the TOWN of BELVIDERE is hereby directed to carry out the provisions of this Resolution.

Dated this 14TH day of OCTOBER, 2008

Adopted this 14TH day of OCTOBER, 2008.

/s/ Gale O Hoch /s/ Deborah M Ruff  
GALE O HOCH, Chairman DEBORAH M RUFF, Clerk