

# VILLAGE OF ARGYLE WISCONSIN

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

Cash or Check #: \_\_\_\_\_

## REQUEST FOR PUBLIC RECORDS

Please complete this form to request an inspection or photocopies of Village records. Public records may be requested, inspected, and copies obtained during normal business hours. A deposit pre-payment is required in the amount of \$5.00 for any requests expected to exceed \$5.00 in accordance with State Statute 19.35(3)(f).

Requester Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

☐ Check if email is preferred method for records.

Information or Records Requested (Be Specific): \_\_\_\_\_

---

---

---

---

<b>Fees:</b>	8 ½ x 11, black and white copy – \$0.15 each	\$ _____
	Copies other than 8 ½ x 11, black and white – actual cost	\$ _____
	4 x 6 photograph – \$.050 each	\$ _____
	CD or DVD – \$25.00	\$ _____
	Postage: 1 <sup>st</sup> Class, RedEx – actual cost	\$ _____

### Administrative Charges:

Requests of records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

Hours to locate: \_\_\_\_\_ x Hourly wage plus benefits \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Charges:** \$ \_\_\_\_\_

Signature of Person Receiving Request \_\_\_\_\_

Date Received \_\_\_\_\_

*All requests shall be processed as soon as practicable and without delay. Please allow at least 10 days for information to be researched. You will be notified as soon as the records requested are available to you.*

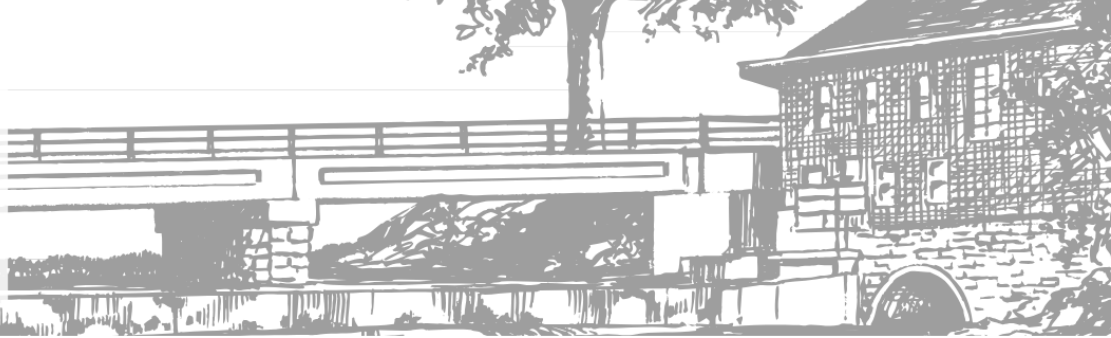
**VILLAGE OF ARGYLE** | 401 E Milwaukee St, PO Box 246, Argyle, WI 53504

608-543-3113

facebook.com/VillageOfArgyle

argylewi.gov

# VILLAGE OF ARGYLE WISCONSIN



## **Village of Argyle Public Records Policy Complying With Wisconsin Statutes Chapter 19.34**

The Village of Argyle is a local government comprised of a seven-member Village Board, and other boards, commissions, and committees. The Village provides the general public with services including internal controls and financial accountability to the public, valuation and assessments, municipal court services, development and maintenance of Village parks, recreation programming, engineering and maintenance of Village roads, planning, zoning and permitting, stormwater control, and serves its citizens with fire, police, and emergency medical services.

Requests put in writing by completing a Request for Public Records form establish complete clarification regarding the information that is being requested. Although visual inspections of public records during normal office hours are at no expense, an appointment may be deemed necessary. Please note that record requests only apply to records currently in existence at the time of the request. Further, the Village is not required to create new records in responding to a request. The Village's Code of Ordinances are available online at [argylewi.gov](http://argylewi.gov).

Records not readily available, which require research to locate, shall be assessed a location fee. Location fees shall not be required until a minimum of \$50.00 has been accumulated per State Statute 19.35(3)(c), thereafter a charge equal to the hours necessary to locate records multiplied by the per hour wages plus benefits of the employee locating the records will be assessed. The Village will, when practicable, process requests at the lowest possible hourly rate. All requests will be processed as soon as practicable without delay. In practical terms, a custodian may need some amount of time to retrieve and inspect the record before formulating a response. The Attorney General has indicated that 10 working days is a reasonable time period for a simple request for easily identifiable records. Complex or extensive requests may take considerably longer.

The normal identified costs to fulfill a records request is:

Copies: \$0.15 per page for black and white copies and \$0.30 per page for colored copies.

Postage: Actual cost

The Village may require prepayment of costs and fees for any requests expected to exceed \$5.00.

### **Legal Custodians of Village Records**

The following individuals, or respective designees thereof, shall be the legal custodians of Village records in accordance with public records law:

#### **Village Clerk**

401 E Milwaukee Street, PO Box 246, Argyle, WI 53504 | 608-543-3113

**Business Hours:** 8:00am to 4:00pm Monday through Friday (*excluding holidays*)

The Village Clerk is responsible for maintaining legal and other records as the designated custodian for public records although records may also be kept in other departments. Any person may contact the Village Clerk or designee to schedule an appointment. Records may be inspected in the Clerk's office during business hours. Written requests for information including photocopies, electronic files, documents, or discs may be made on a Request for Public Records form provided by the Clerk's Office or on the requester's stationery.

#### **Police Department**

401 E Milwaukee Street, PO Box 246, Argyle, WI 53504 | 608-543-9360

The Chief of Police is responsible for the administration of the Argyle Police Department. Records may be inspected in the Argyle Police Department during business hours. Written requests for information including photocopies, electronic files, documents, or discs may be made on a Request for Public Records form provided by the Argyle Police Department or on the requester's stationery.

### **In General**

Any information given orally, or in writing by Village officials, may be subject to errors or omission and shall not be a binding liability upon the Village of Argyle. In accordance with Wisconsin Statutes Chapter 19, each person (requester) is entitled to examine public records of any office of the Village of Argyle. The Village Clerk is authorized to amend the policy from time to time to update information or other data that will not dramatically change the intent or purpose.