



**PUBLIC RECORDS ACCESS POLICY AND PROCEDURE**  
(approved July 5, 2016)

Pursuant to Wis. Stat. § 19.34(1), the following notice describes the organization of the Village of Allouez, the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in the custody of the Village, make requests for records, or obtain copies of records, and the costs thereof.

Custodian of Village Records

Village Clerk, 1900 Libal St, Allouez, WI 54301

Established times and places

The public may obtain access to public records, make requests for records, or obtain copies of records, and pay the costs thereof, at the address of the particular local public office above during regular business hours.

The Village of Allouez will attempt to meet your request as soon as possible within time and availability constraints. If the record(s) is not readily available you will be notified within ten (10) working days as to when the record(s) will be available. There may be a charge for the record(s) you are requesting.

Methods for requesting and obtaining records

1. Requests for access to a public record may be made orally or in writing, and directed to the legal custodian of the record as identified above. Local public officers may designate deputies to receive and process public records requests.
2. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record. A request may be denied if the particular document is not on file with the local public office or is exempted from disclosure by state law.
3. No request will be denied for any refusal to be identified or to state the purpose of the request. However, reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
4. Requesters may be charged the fees below for receiving the following records:

- Black & White documents in print or any in electronic format (per page) ..... \$0.25
- Color paper documents (per page) ..... \$0.50
- Maps. .... \$5.00
- Voter Reports .....\$25.00 / report, plus \$5 / 1,000 voters

- Audio/Video/Data discs (per disc) ..... \$12.00
- Requests requiring file/database restores or programming will be billed based on a time and material basis.
- Shipping, postage, and mailing fees if applicable.....Actual Cost

5. For unique or voluminous requests or copies of records other than records described above, requesters may be charged the actual, necessary and direct costs of reproduction. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost.
6. If the total estimated cost of any fee or fees proposed for the providing of a record retained by the Allouez Village Clerk's Office exceed \$5.00, prepayment may be required for the compliance with request.

\* **Actual Cost.** The total cost of personnel including wages, fringe benefits and all other benefits and overhead related to the time spent in search of records.

**Direct Cost.** The actual cost of personnel plus all expenses for paper, copier time, depreciation and supplies.