

PUBLIC RECORDS NOTICE

Description of Organization

The County Clerk's office is responsible for maintaining public records. The County Clerk shall act as legal custodian for the County Board and for any committees, commissions, boards or other authorities created by ordinance or resolution of the County Board. The County Clerk's office is also responsible for financial and payroll records.

"Local public office" positions include the County Clerk, Deputy County Clerk, County Bookkeeper and members of the County Board.

Dates and Places at Which Public Records May be Obtained

The public may obtain information and access to records by making requests either in writing or in person to Cindy Altman, County Clerk, 307 Main Street, Black River Falls, WI 54615, during regular office hours. Regular office hours are between 8:00 a.m. and 4:30 p.m., Monday through Friday, holidays excluded.

If the County Clerk is not present, information and access to records may be obtained from Mary Johnson the Deputy County Clerk, who is authorized to act as legal custodian in the County Clerk's absence.

Costs

A fee will be imposed upon the requester for the actual, necessary and direct cost of:

1. Reproducing and transcription of the record, including any required costs to notify the person who is the subject of the record that it is being requested;
2. Photographing and photographic processing if a photograph of the record is provided, the form of which does not permit copying;
3. Mailing or shipping of any record or photograph to the requester; and
4. Locating a record if the actual, necessary and direct cost of locating the record exceeds \$50.00.

Fees for photocopying shall be \$0.30 per page. Prepayment may be required for requests if the total exceeds \$5.00.

If the anticipated cost for items 1-3 exceeds \$20.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.

If the anticipated cost of locating a record exceeds \$50.00, the requester shall be notified of the estimated cost of complying with the request before the costs are incurred.