

ACCESS TO PUBLIC RECORDS

This notice pertains to access to public records of the Town of Bayview, Bayfield County.

The Town Clerk and Town Treasurer are elected officials with duties prescribed by Wisconsin State Statutes and the Town Board of Bayview.

The Town Clerk is legal custodian of records for the Town of Bayview. Except as otherwise provided by law, any member of the public may inspect such records by making a request to the Clerk or Deputy Clerk.

Except as otherwise provided by law, any member of the public may obtain copies of such records for a fee stated below by making a request to the Clerk or Deputy Clerk during normal hours.

FEES: Records reproducible by copy machine - \$1.00 per side of page

Records not reproducible by copy machine: Actual necessary and direct cost of reproduction.

If copies are to be mailed to the requester, the requester shall also pay the actual, necessary and direct cost of mailing.

The town Board may require requests for inspection and/or copying of public records to be in writing.

Certain records of the Town may not be open for public inspection because of their legally recognized confidential nature. If such a record is requested which the Town Board and Town Clerk determines to be confidential, the requester shall be informed of the decision and the bases for it. If the requester objects to the decision, he may make a request to the Town's Attorney whose address will be provided.

This notice is given pursuant to the Wisconsin State Statutes, Section 19.31 thru 19.39.

Adopted by Motion July 16, 1985

Revised by Motion January 13, 2009