



Town of Washington

Vilas County, Wisconsin

NOTICE OF RECORDS ACCESS

The clerk of the Town of Washington, Vilas County, Wisconsin, by this notice states that the clerk of the Town of Washington has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Washington, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian as follows:

The town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is 2301 Town Hall Road, Eagle River, WI 54521.

As required under s. 19.34 (1), Wis. stats., each Town Local Public Office* is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

Local Public Office	Contact Information
Town Clerk	2301 Town Hall Rd, Eagle River, WI 54521
Town Treasurer	2301 Town Hall Rd, Eagle River, WI 54521
Town Assessor	N3737 County Line Road, Gleason, WI 54435

The following are the fees for satisfying record requests under s. 19.35, Wis. stats.:

black & white 8.5X11 per page	\$0.06
color 8.5X11 per page	\$0.17
shipping and mailing	USPS rates
location/research fee if the cost is more than \$50**	\$19.00 per hour

Pursuant to s. 19.35(3)(c), Wis. stats., except as otherwise provided by law or as authorized to be prescribed by law, an authority may impose a fee upon a requester for locating a record, not exceeding the actual, necessary, and direct cost of location, if the cost is \$50 or more.

Pursuant to s. 19.35(3)(e), Wis. stats., an authority may provide copies of a record without charge or at a reduced charge where the authority determines that waiver or reduction of the fee is in the public interest.

Pursuant to s. 19.35(3)(f), Wis. stats., an authority may require prepayment by a requestor of any fees imposed under s. 19.35(3), Wis. stats., if the total amount exceeds \$5.00.

**Note: "Local public office" is defined in s. 19.32 (1dm), Wis. stats.*

*** Note: The costs of producing records will be those permitted by State law*

All requests shall be processed as soon as practicable and without delay. Please allow at least 10 business days for information to be researched.