

TOWN OF HARRISON
PUBLIC RECORDS ACCESSIBILITY NOTICE
Complying with Chapter 19.34 of the Wisconsin State Statutes

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of such record as provided in Wisconsin Statutes 19.34

The following Department Heads are designated as records custodians for their respective Departments:

OFFICIALS / DEPARTMENT HEADS

Town Administrator

All personnel records, budgetary files, special projects, and special assessments.

Town Clerk

All records of the town pertaining to Town Board of Supervisors' matters, payroll, accounts receivable and payable, and other legal records required by law to be maintained and kept by the Clerk.

Town Treasurer

All records pertaining to tax bills, bank statements, investments and daily cash records.

Planning Coordinator

All statutory/legal matters pertaining to Town Planning Commission, including among other things, recommendations to the Town Board of Supervisors for or against plat approvals, zoning, rezoning, layout of streets, and recommendations on matters referred to the Town Planning Commission by the Town Board of Supervisors or Calumet County Planning Department.

It is impractical to name every record available in each Department. Those records listed above are meant to be a general example of records available.

Public Records may be requested, inspected and copies obtained during the regular business hours of the various Departments as indicated herein:

Town Hall, W5298 Hwy 114, Menasha, WI 54952
7:30 a.m. to 3:30 p.m. Monday-Friday, excluding holidays

COST FOR REQUESTS OF INFORMATION:

Photocopies: The Town shall collect from the requester actual costs for black & white copying at \$.25 cents per page and color copying at \$1.00 per page, plus mailing and research costs if applicable. Visual inspections of public records during normal office hours are at no expense; however, an appointment may be deemed necessary.

Cassette Tape Recording Reproductions: The cost for the reproduction of a cassette tape recording is \$10.00 per tape, plus mailing and research costs if applicable.

Computer Runs: The cost of a computer run is the same cost as the copying fee, which is \$.25 cents per black & white copy and \$1.00 per color copy, plus mailing and research costs if applicable.

Computer Disk: The cost for downloading information to a computer disk is \$10.00 per disk, plus mailing and research costs if applicable. However, if data conversion is necessary, the requester shall pay labor costs incurred at the rate for research costs described below.

Research Costs: All requests requiring research (i.e. when records are not readily accessible or research time is necessary to compile records), shall be assessed a research fee a minimum of \$25.00 per request for the first hour or any portion of that hour. A research cost of \$25.00 per hour shall be charged for each additional hour or fraction of that additional hour required to comply with the request.

Mailing and Shipping Cost: All charges based on actually mailing and shipping costs.

Any request that is expected to exceed \$5.00 may require payment in advance s. 19.35(3)(f).

All requests for detailed information or archived records must be put in writing to establish complete clarification.