

NOTICE OF PUBLIC RECORDS ACCESSIBILITY
(WI State Statute § 19.34(1))
Township of Washburn
Bayfield County

Except as otherwise provided by statute, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stats. §§ 19.34 to 19.36.

The Town Clerk is the custodian of public records for the Town of Washburn is the custodian of public records for the Town of Washburn, Bayfield County, Wisconsin. Public Records may be accessed upon at least 48 hours written or oral notice.

Records requests should be made to:

Kerry Tetzner
Town of Washburn, Clerk
29450 Nevers Road
Washburn, WI 54891
715-292-1501
clerk@townofwashburn.wi.gov

The Town of Washburn may bill record requestors \$0.25 for each photocopied page provided. This cost has been calculated not to exceed the direct cost of reproduction. The actual cost of any postage or delivery services may also be charged. In addition to copying costs, the cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated as hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records. Requests which exceed a total cost of \$5.00 may require prepayment. The record custodian may provide copies of requested records without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest.

All requests will be processed as soon as practicable and without delay. In most cases this will generally be within 10 work days, but may be longer depending on the details of the request.

 2-14-2023
Sandra J. Raspotnik, Chair Date

 2-14-2023
Scottie Sandstrom, Supervisor Date

 2-14-2023
Jim Park, Supervisor Date

**RECORDS REQUEST FORM
TOWN OF WASHBURN
BAYFIELD COUNTY, WISCONSIN**

Requestor's Name: _____

Address: _____

Phone: _____

Email: _____

Date of Request: _____

Records being requested (Please describe the records sought with enough detail for the Town to understand the request and be able to respond).

The Town of Washburn may bill requestors \$0.25 for each photocopied page provided. Actual cost of postage may be charged. The cost of locating records may be charged if it exceeds \$50.00 and will be calculated at the rate of \$20.00 per hour. All requests will be processed as soon as practicable and without delay. In most cases this will generally be within 10 work days, but may be longer depending on the details of the request.