

# **Town of Marshall**

**Richland County, WI**

## **RECORDS MANAGEMENT POLICY**

### **Public Record Requests**

#### **ORGANIZATION (s. 19.34)**

The Town of Marshall is made up of (5) elected officials: chairperson, (2) supervisors, treasurer and clerk. These officials hold a two-year term in office.

The town clerk has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Marshall, except that elected officials are the custodians of their own records of office.

#### **RECORD ACCESS RIGHTS**

All records retained by the Town of Marshall are available for inspection and copying, except as otherwise provided by law. The right to request public records is delineated in Wis. Stat. 19.31-19.39. For more information, see the [Wisconsin Department of Justice publication](#), "Wisconsin Public Records Law Compliance Guide (2018)."

#### **PHYSICAL ACCESS PROCEDURES**

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 Marshall Town Hall, 18475 Gillingham Drive, Richland Center, WI 53581.

Written requests can be made by email to [clerk@tn.marshall.wi.gov](mailto:clerk@tn.marshall.wi.gov). Written requests should include the requesters' name, mailing address, phone number, email address, and specific description of the requested records.

If a person makes an in-person oral request for records, a Request Form will be provided to you for completion before an action to enforce the request is commenced.

The Wisconsin law does not specify how long it takes for public agencies to process requests for public records. However, the Wisconsin Statutes § 19.35(4)(a) requires public agencies to respond to public record requests promptly and without any delay.

Access security procedures will be set by the town clerk.

## FEES

The town clerk is not obligated to create any document to satisfy a records request.

The fees below are based on a standard 8 1/2 x 11 paper size, using black ink. Anything larger than a standard 8 1/2 x 11 paper size will have to be done by an outside printing company and will be quoted for pricing. Pre-payment is required if the total amount for copying or printing exceeds \$5.00.

a. Printing or copying	\$ .25 per page
b. Copies of photographs	\$ .50 per page
c. Scanned copies	\$ 1.00 per page
d. Handling, shipping or mailing	\$ 5.00 plus postage
e. Actual cost of transcription and reproduction	\$ 25.00 per hour
f. Actual cost of locating a record if the cost is more than \$50	\$ 25.00 per hour

Pre-payment for time charges when time to be spent is unclear at the time of the order will be estimated. Anything exceeding 2 hours will be pre-paid. At the completion of the order the remainder of the fee will be paid before the documents are turned over.

If electronic copies of records exist, no charges will be incurred if copies can easily be sent through email. If the records request is extensive, pre-payment is required. A fee of \$25.00 per hour will be charged.

## ELECTRONIC POLICY

Town of Marshall personnel will not open attachments or click on links from unknown senders. All requests for records need to be detailed and within the body of the email.