
Town of Cassian - Ordinance

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OPEN RECORDS RESOLUTION

The Town of Cassian Board of Supervisors, in accordance with State of Wisconsin Statutes Chapter 19, Public Records and Property Law, which becomes effective January 1, 1983, does hereby resolve as follows:

WHEREAS, Chapter 19 of the Wisconsin State Statutes proclaims that, in recognition of the fact that a representative government is dependent upon an informed electorate, it is declared to be the public policy of this state that all persons are entitled to the greatest possible information regarding the affairs of government and the official acts of those officers and employees who represent them. Further, providing persons with such information is declared to be an essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information. To that end, sub section 1932 - 1937 shall be construed in every instance with a presumption of complete public access, consistent with the conduct of government business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied, and,

WHEREAS, "Record" means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics which has been created or is being kept by an authority. "Record" includes, but is not limited to handwritten, typed, or printed pages, maps, charts, photographs, films, recordings, tapes, including computer tapes and computer printouts. "Records" does not include drafts, notes, preliminary computations and like material prepared for the originator's personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by public library which are available for sale or which are available for inspection at a public library, and,

WHEREAS, "Record" does not include minutes of the Town Board Meeting in closed session, Section 19.85 (I)(b) and (c), nor personnel records, and

WHEREAS, the Town Clerk is said custodian of all Town of Cassian records, be it hereby

RESOLVED, that all Town of Cassian records upon written request to the Town Clerk shall be available for public inspection by appointment made at least 48 hours in advance, during the hours of 8:00 A.M. to 4:00 P.M., Monday through Friday, and be it further

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RESOLVED , that all requests for inspection of public records shall be specific in nature with a reasonable limitation as to subject matter or length of time represented by record, and be it further

RESOLVED , that the Town of Cassian shall charge \$.25 for each copy of each page of public record requested, provided each page can be photocopied on a standard copy machine, and be it further

RESOLVED , that copies of records that cannot be reproduced on a standard copy machine, the Town of Cassian shall charge the requester the exact cost to the Town of Cassian for said reproductions, and be it further, for the Town of Cassian for said reproduction and be it further

RESOLVED , that the Town of Cassian requires prepayment by a requester of any fee if the total cost for reproduction exceeds \$5.00, and be it further

RESOLVED , that the Town of Cassian shall impose a fee for locating a record not exceeding the actual cost necessary and direct cost of location, and be it further

RESOLVED , that all of the above shall become effective on January 1, 1983.