

RESOLUTION NO.5 – 2011

Resolution Establishing Fees for Copies of Town Documents through Open Records Requests

Whereas, the Town Board of the Town of Dewey hereby acknowledges the Citizens rights to review the Town of Dewey records and proceedings per Wis. Stat. 19.35 and,

Whereas, in this regard the Town Board of the Town of Dewey does hereby establish that the records request form shall be completed by the individual requesting such document(s) and then submitted to the clerk. Upon fulfillment of the request the clerk shall file such request and,

Whereas, The following fees shall be attached to all requests for both e-mail and paper requests per Wis. Stat. 19.35(1)(e) and (3) for all official Town Documents made through e-mail or written request:

Paper copies: 25 cents per page, plus postage if required

Copies in excess of 8.5 X 11 will be charged at the rate of a professional copy store. Cost of these copies shall also include cost of time necessary to have copies produced billed at a rate of \$10.00 per hour plus mileage.

Research: Time spent doing research for documents will be billed at \$10.00 per hour.

Email request will be charged the same rates as above for reproduction, time and research.

Recordings of meetings when available will be filled at the cost of reproduction (disk or tape) plus time to reproduce at a rate of \$10.00 per hour.

Whereas, Prepayment will be require if the total cost will exceed \$5.00 per request(s) applied to the cost of materials per Wis. Stat. 19.35 (3) (f). Other request will be charged at cost at the time they are reproduced. Requests will be held for a period of 7 days; if not collected no additional request will be honored until previous bill is paid.

Now Therefore, Be It Resolved, that these policies and rates established by the Town of Dewey Town Board shall take effect upon passage and posting of this Resolution.

Adopted the 7th day of September, 2011.

Maurice King
Maurice King, Chairperson

Gary Kolodziej
Gary Kolodziej, Supervisor

Dennis Meis
Dennis Meis, Supervisor

Attest: William Kolodziej
William Kolodziej, Clerk

Posted: Sept. 7, 2011