

**RESOLUTION ON NOTICE OF FEES
FOR PUBLIC RECORDS REQUESTS**

STATE OF WISCONSIN
Town of Pine Lake
Oneida County

The town board of the Town of Pine Lake, Oneida County, Wisconsin, by this resolution, adopted on proper notice with a quorum and by roll call vote by a majority of the town board present and voting resolves and orders as follows:

The following fees for satisfying record requests under s.19.35, Wis. Stats., are established and if the total amount of estimated costs exceed \$5.00, pre-payment is required.

- Actual cost of copying records - \$.25 per page
- Actual cost of locating a record if the cost is more than \$50.00.
\$20.00 per hour (after the first 1 ½ hours to locate)
- Actual cost of shipping and mailing.

The town clerk shall properly post or publish this resolution as required under s.60.80, Wis. Stats.

Adopted this 15th day of March, 2006

James A. Berard
James Berard, Chairman

Richard Hunter
Richard Hunter, Supervisor

Jim Flory
Jim Flory, Supervisor

Timothy K. Oestreich
Tim Oestreich, Supervisor

Brian Gehrig
Brian Gehrig, Supervisor

Attest: Cindy Skinner Clerk
Cindy Skinner

**PUBLIC RECORDS POLICY COMPLYING WITH CHAPTER 19.34 OF THE
WISCONSIN STATE STATUTES**

The clerk of the Town of Pine Lake, Oneida County, Wisconsin, by this notice states that the clerk of the Town of Pine Lake has been designated under s. 19.33, Wis. Stats., as the legal custodian of the records for the Town of Pine Lake, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee. The public may obtain information and access to records in the custody of the clerk, make requests for records, or obtain copies of records, and learn the costs thereof from the town clerk as follows:

The town clerk does not maintain regular office hours at the location where the records in the custody of the Town are kept. The Town will permit access to its records upon at least 48 hours written or oral notice to the town clerk of the intent to inspect or copy a record to the Town.

Cindy Skinner, Clerk
Town of Pine Lake
715-362-6071

Posted: March 16, 2006
And at www.townofpinelake.com