



Village of Wausaukee

Open Records Request Policy

Public records may be requested, inspected and copies obtained here during the Records Custodian's normal work hours on Monday and Tuesday, from 9:00 a.m. to 2:00 p.m. and Wednesday from 12:00 p.m. to 5:00 p.m. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35(3) (f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

Toshia Ranallo
Records Custodian