

Public Records Request Release Policy

The Community Library is subject to the requirements of the Wisconsin Public Records and Property Law (Sec. 19.31 – Sec. 19.39 Wis. Stats.), and recognizes that a part of the duties of designated employees of the Library should be the responsibility to provide access to information concerning the public records of the Library.

The following policies relating to the release, inspection and reproduction of public records and property are as follows:

1. Designation of public records. The Community Library recognizes and designates public records as defined by Section 19.32(2), Wis. Stats., as public records and documents subject to release, inspection and reproduction as required by law.
2. Designation of the official legal custodian of the public records of the Community Library. The Community Library designates the position of Director as the official legal custodian of the Public Records of the Library. It shall be the responsibility of the individual in this position to execute all duties and responsibilities of the Community Library pursuant to Wisconsin's Public Records and Property Law.

As the official legal custodian of the public records of the Library, the individual in this position shall be responsible for timely response to any request for access to the public records of the Library. The custodian shall be responsible for the release of the public records of the Community Library, the conditions under which public records may be inspected and the collection of costs for the location or reproduction of public records.

All employees of the Community Library will be informed in writing of the position that has been designated as the official legal custodian of the public records of the Library. The employees shall be informed of the duties of the official legal custodian and shall also be made aware of the other requirements and provisions of this policy.

3. Powers of the Official Legal Custodian of the public records of the Community Library. All requests for the release, inspection and/or reproduction of the public records of the Community Library shall be directed or referred to the appropriate Library official legal custodian.

The official legal custodian is vested with authority to make all necessary decisions relative to the release, inspection and reproduction of public records and is granted authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Records and Property Law (Sec. 19.31 – 19.39, Wis. Stats.), or this Resolution.

4. Procedure for the release, inspection and reproduction of public records and property of the Community Library. The Community Library adopts the following Notice as the official

procedure of the Library in responding to requests for the release, inspection or reproduction of the public records and property of the Community Library: Official Notice Attached.

This Notice is intended to provide all necessary information which might be required by a member of the public in order to obtain access to the public records and property of the Community Library. Any questions in regard to this Notice shall be directed to the official legal custodian of the public records of the Library.

It is the general policy of the Community Library that the official legal custodian will not respond to oral requests for records of the Library, and, therefore, all requests for any records of the Library must be submitted in writing to the official legal custodian. It is not necessary that any person requesting access to the records of the Library identify him or herself in order to obtain a record unless otherwise required by law, nor need any person requesting access to the records of the Library state any reason for his or her request.

This Notice may be modified from time to time, but absent such modification, the decisions of the official legal custodian of the public records of the Community Library shall be in conformity with its provisions.

Copies of the Notice shall be prominently displayed at Library and a copy of the Notice shall be made available to any member of the public upon a request for inspection or reproduction. Copies are also available at appropriate municipalities.

5. Adoption of Fee Schedule regarding the costs for the location and/or reproduction of the public records and property of the Community Library. The Community Library adopts the attached fee schedule to cover the actual costs relating to the location and reproduction of any of the public records of the Library. It is intended that this fee schedule shall cover the payment of the actual, necessary and direct costs incurred in locating a document, or in providing any person with a reproduction of any of the public records of the Library. Official Fee Schedule Attached.
6. Public record preservation. The public records of the Community Library shall be retained and preserved by the official legal custodian as required by all applicable laws and no public records shall be destroyed without the prior written approval of the custodian.

No record of the Community Library shall be destroyed after the receipt of a request for such record until after the request is granted, or until any dispute concerning the request has been completely and finally resolved.

7. Indemnification of the official legal custodian of the public records of the Community Library. Any costs or fees incurred by the official legal custodian of the public records of the Library shall be directly reimbursed by the Library to the custodian.