

Public Records Request Release Policy Official Notice

This Notice has been adopted by the Library pursuant to Chapter 38, Wis. Stats. The Library has directed that this Notice be placed in a prominent and conspicuous location at Library so that the Notice can be viewed and inspected by any member of the public. Copies are also available at appropriate municipalities. In addition, individual copies of this Notice will be made available to any person who requests such a copy from the official legal custodian of the public records of this Library.

The Community Library is subject to the Wisconsin Public Records Law. The following information is provided to the public to assist them in obtaining access to the public records of the Library.

1. The following position has been designated as Local Public Officers of the Community Library: Library Director or designee. The names of the individuals presently holding these positions can be obtained by contacting the Community Library which is located at the following address: 24615 89th Street, Salem, WI 53168
2. Any public record of the Library will be made available for inspection at the Library during administrative business hours (9:00 a.m. – 4:00 p.m.) upon proper request. No original public records of the Library shall be removed from the possession of the local public officers. The local public officers shall be responsible for designating where, when and how the public records of the Library may be inspected and copied. However, the decisions of the official legal custodian of the public records shall be governed by this notice.
3. The policy of the Community Library regarding the release, inspection and/or reproduction of public records is as follows:

It is the general policy of the 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.

After the receipt of any request for access to the public records of the Library, the official legal custodian will attempt to make such public records available as soon

thereafter as practical. If a request was in writing and is denied, it will be denied in writing.

If the official legal custodian determines that portions of any public records requested contain information which should not be released, the custodian will redact such public records to remove the material not to be released and thereafter release the balance of the document.

Any requests for computer public records of the Library will be referred by the official legal custodian to the individual in charge of the equipment involved to determine the cost of any computer search, printing charges, and possible time available on the machine.

4. Any request for a record must reasonably describe the record or information sought. If the official legal custodians cannot reasonably determine what public records or information are being requested, the request shall be denied in writing and the reason for the denial shall be stated.
5. Any person shall have not only the right to inspect the public records of the Library, but also the right to receive a reproduction of such public records. In the event that a person files a request for reproduction of any of the public records of the Library, that person shall be informed of the costs of locating and reproducing such public records. Fees charged by the Library relative to the costs of producing any of the public records of the Library are as follows:

Fee Schedule Attached.