

# ***OPEN RECORDS LAW***

## ***TOWN OF HAYWARD***

**Description of Organization:** Town of Hayward – local governmental functions including but not limited to tax assessment and collection, ordinances and resolutions, official minutes, zoning, water and sewer utilities, receipts and disbursement; Sub-units of Town government which includes all committees, Planning Commission, Board of Appeals, Board of Review.

**Information may be obtained from the Records Custodian at:**

Town Hall – 15460 W State Highway 77 E Hayward, Wisconsin, usually Monday and Tuesday from 10:00 AM to 2:00 PM and Wednesday from 9 AM to 1 PM. (Please see posted monthly calendar because the hours may vary.) Records which may be stored at other location(s) will be available within 10 business days after a notice of intent to inspect or copy a record is made.

A request for a record is a written request. It need not be on a prescribed form but must reasonably describe the requested record or information which is sought. A request must be reasonably limited both as to subject matter and length of time represented by the record. A request for a record without a reasonable limitation as to the subject matter or the length of time represented by the record does not constitute a sufficient request and may be denied.

Copies of records may be obtained by payment of the following fees: \$0.10 per page for photocopying for 4 or more pages; \$7.00 for Poll lists of wards 1-6. Other forms will be assessed the actual cost of creating a record, plus cost of location and/or mailing, if applicable. If anticipated costs exceed \$5.00, prepayment of fees may be requested.

Records Custodian: Town Clerk's Office – Shannon O'Hare, Clerk

Records Custodian for Police Department: Justin Hall, Police Chief

NOTE: For limitations upon access and withholding of information, see S.S. 19.36