

CHAPTER 2 INDEX PUBLIC RECORDS

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Chapter 2 Board Action

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2.01 ADOPTION OF APPLICABLE PROVISIONS OF STATE STATUTES.

All applicable provisions of §19.32 Wis. Stats. et seq., public records, are adopted by reference in this section as if fully set out.

2.02 DEFINITIONS.

- 1) *Record.* Has the meaning defined in §19.32(2) Wis. Stats.
- 2) *Requestor.* Has the meaning defined in §19.32(3) Wis. Stats.

2.03 LEGAL CUSTODIAN.

- 1) Each elected official is the legal custodian of their records and the records of their office, but the official may designate the Village Administrator to act as their legal custodian.
- 2) Unless provided below, the Village Administrator or the Village Administrator's designee shall act as legal custodian for the Village and for any committees, commissions, boards or other authorities created by ordinance or resolution of the Village Board. The following offices or authorities shall have as legal custodian of records the individuals so named:

Authority

All Village records (including Board records)
Police Department
Fire Department
Municipal Court

Designated Legal Custodian

Village Administrator
Police Chief
Fire Chief
Judge

2.04 PUBLIC ACCESS TO RECORDS.

- 1) *Right to Inspection.* Except as otherwise provided by law, any requestor has a right to inspect a record and to make or receive a copy of a record as provided in §19.35 Wis. Stats.
- 2) *Fees.* As stated in §19.35 Wis. Stats., a requestor will be charged a fee to defray the cost of copying records.
- 3) *Limitations on Right to Access.* Records provided in §19.36 Wis. Stats. are exempt from inspection.

2.05 ACCESS PROCEDURES.

- 1) A request to inspect or copy a record shall be made to the Village Administrator. A request shall be deemed sufficient if it reasonably describes the requested record or information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A

request may be made orally, but a request must be in writing before an action to enforce the request is commenced under §19.37 Wis. Stats.

- 2) Each custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request, in whole or in part, and the reasons therefor. If the legal custodian, after conferring with the Village Attorney determines that a written request is so general as to be unduly time consuming, the party making the request may first be required to itemize his or her request in a manner which would permit reasonable compliance law or regulations so require.

2.06 RETENTION AND DESTRUCTION OF RECORDS.

- 1) *Purpose.* The purpose of this section is to adopt the Wisconsin Municipal Records Schedule (WMRS) and authorize destruction of village records pursuant to the schedule on an annual basis. The WMRS is on file in the office of the Village Clerk.

Any record not covered by this or any regulation or law shall be retained seven years unless the record is required by federal or state law to be retained longer. Any shorter time period must be approved by the state Public Records and Forms Board.