

Town of LaFollette

Open Records Policy

I. Policy Statement

The Town of LaFollette states that all citizens are entitled to full and open information regarding the affairs of government. All records maintained by the Town are presumed open to public inspection and copying, unless specifically exempted by state or federal law.

The Town of LaFollette follows all Wisconsin Open Meeting policies. Town business is not conducted without formalized notices, postings, scheduled open meetings and documented minutes. These documents are available for all public and can be accessed via the Town of LaFollette web site:

Townoflafollette.com

II. Scope & Definitions

- **Record:** Any paper, electronic email, data file, audio, or other medium created or kept by The Town of LaFollette in connection with official public business.
- **Open Records Officer:** The Town Clerk is responsible for receiving, tracking, and processing public records requests; however, requests can be made to all Town Board members.
- **Business Days:** While the Town Clerk is not regulated to a defined working schedule, general assumption of “business days” fall within Monday through Friday, excluding official holidays and weekends.

III. Submitting a Request

- **How to Apply:** No specific form is needed, requests can be submitted via email/letter to the Town Clerk or any Town Board member.
- **Required Details:** Requesters must provide a clear description of the specific documents desired (including names, subjects, and a date range) as well as the format desired (electronic or printed) along with contact information. Requesters are not required to state their purpose or reason for the request.

IV. Processing and Response Timelines

- **Acknowledgement:** The agency will acknowledge receipt of the request within 10 business days via email/letter. If the Town needs clarification or questions arise based on original request format, a clarification request will be addressed within 10 business days.
- **LaFollette Town Board Meetings** are held monthly. Any open record requests will be discussed during the meeting immediately following the request. The effort and impact on the Town for each open record request, the formats, rates and final process will be approved or denied to ensure request is properly documented in meeting minutes.

- **Production/Denial:** Records will be provided promptly, generally within 15 business days of initial request. If a clarification is requested by the Town, the request response maybe delayed until clarification received. If a request requires retrieval and/or search time, review efforts, or includes extensive volume, the Town will provide a written timeline estimate. Any denial—total or partial—will include a specific legal citation explaining the exemption.

V. Fees and Copying Costs

- **Up Front Cost:** If a request demands extensive document volume, research effort or staff hours exceeding a base threshold of 2 hours, an itemized cost estimate will be provided to the requester and payment must be received and cleared before work begins.
- **Output as Standard Paper Copies:** Original paper documents will be copied and/or electronically stored documents will be printed to standard black-and-white paper at \$0.25 per page.
- **Output as Electronic Records:** Records maintained in digital or electronic formats will be provided via email or digitally transferred at no charge, or at actual cost if specialized media (like a USB drive) is required. Records stored as paper, but desired as an electronic copy will be scanned at \$0.25 per page.
- **Staff/Search Time:** Number of staff hours required to fulfill request (beyond 2 hrs) will be estimated and charged at a rate of :
 - Annual salary of Town Clerk / 52 weeks / 10 hours a week = Hourly rate

Darwyn Brown

Darwyn Brown, Town Chair

8-12-2026

Date