

## PUBLIC RECORDS NOTICE

The public is hereby notified pursuant to Section 19.34, Wis. Stat. of the following information for access to public records:

1. The Town of Maple Grove, Manitowoc County, Wisconsin is a body corporate and politic with the powers granted by law.
2. The Town Clerk of the Town of Maple Grove has been designated under Section 119.33, Wis. Stat as the legal custodian of records for the Town Board of Supervisors. All requests for public records of a local public office should be addressed to the Town Clerk.
3. In addition to the Town Chairperson and Town Supervisors, the following positions constitute a local public office under Section 19.23(1dm), Wis Stat: Town Clerk, Town Treasurer, Town Constable, and Town Assessor.
4. The public may obtain information and access to records in the custody of the Town Clerk, make requests for records, or obtain copies of records, by making such request to the Town Clerk according to the following procedure:
  - a. The Town Clerk does not maintains regular office hours at the location where records in the custody of the Town are maintained. The Town will permit access to its records upon at least 48 hour written or oral notice to the Town Clerk of the intent to inspect or copy a record of the Town. The location of the records is at the Town Hall at 8432 N County Road W, Reedsville Wisconsin, 54230
5. The fees for satisfying record requests under Section 19.35, Wis. Stat., are established as follows:
  - a. Photocopies - 25¢ per page.
  - b. Other photocopies or photographing – actual and necessary cost of photographing.
  - c. Other records not in printed form – actual cost.
  - d. Shipping and mailing any copy – actual cost.
  - e. Locating a record if the actual cost is more than \$50 – actual cost.
  - f. The Town may require prepayment by a requestor of any fees if the estimated total amount exceeds \$5.00.
  - g. The Town may provide copies of a record without charge or at a reduced charge where the Town through the Town Clerk determines that waiver or reduction of the fee is in the public interest.

The Town Clerk is directed to prominently display this notice and make it available for inspection and copying for the guidance of the public.

Adopted by the Town Board on April 11, 2005.

TOWN OF MAPLE GROVE

/s/Mary Jo Krahn  
Town Clerk