

# Town of Burns

## RESOLUTION - NUMBER 2002-10-#4

A Resolution adopting an 'open records' policy in the Town of Burns.


WHEREAS, the Town of Burns, may or can receive open records requests at any time and is required by State Law to comply with proper open records requests. This policy is to assist both the citizens, requestors, and also the Town in a better understanding and to aid in complying with the State law regarding open records requests.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Burns does:

1. Hereby appoint the Town Clerk to be custodian of the Town records and invest the Town Clerk with the full legal authority and power to render decisions and carry out the duties of the Town under the public records law and relevant to the Town Clerk's position as Clerk. All open record requests must follow the State statute requirements.
2. The Town Clerk shall respond to all proper public records requests as prescribed by State law. If the Town Clerk, for any reason, determines that they are unable to respond to a public records request because the request is ambiguous, unduly broad, involving confidential personnel records, or for any other reason the Clerk determines is a justifiable reason under Wisconsin statutes, the Town Clerk shall, within a ten day period in which a response is received, give the requestor a written denial explaining the reason for denial. In the case of a request that is unduly burdensome and over broad, the Town Clerk may suggest to the requestor a means of narrowing the request.
3. The fee for each public records request shall be the actual cost to fulfil the actual public records request according to State statutes. The ordinary fee shall be charged .25 cents per page. Any special copies, third party reproduction cost shall be billed to the public records requestor as part of the fee. and must be specific so that the Town Clerk can reasonably fulfil such request. All open records requests must be responded to as soon as practicable without delay.

Presented this 8<sup>th</sup> day of October, 2002, to the Burns Town Board.

Adopted this 8<sup>th</sup> day of October, 2002

  
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Paul Kitzmann, Chairman, Town of Burns

  
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Carolyn Heuer, Clerk, Town of Burns