

ARTICLE IV. PUBLIC RECORDS

Sec. 2-201. Release.

(a) *Definitions.* The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Record means the term as it appears in Wis. Stats. § 19.32(2).

(b) *Legal custodian.* The town clerk, is the legal custodian of all public records which respectively fall under his/her direct jurisdiction as well as the adjunct records of elected officials from such meetings and in such capacity as results from the normal interaction of elected official and custodian in the discharge of their normal duties and responsibilities.

(c) *Requests for records or property.* All requests for the inspection, release or reproduction of public records of the town shall be directed or referred to the respective custodian. The custodian is vested by the town board with full authority to make all reasonable and necessary decisions relating to the inspection, release or reproduction of public records of the town and is further granted all authority intended to be vested in him by the Wisconsin Public Records and Property Law (Wis. Stats. § 19.31 et seq.).

(d) *Procedure for inspection, release or reproduction.* The town board hereby adopts the following notice, as required by Wis. Stats. § 19.34, to be prominently displayed and made available at the town offices for the guidance of the public in obtaining access to the public records or property:

PUBLIC RECORDS AND PROPERTY NOTICE

Pursuant to law, this notice has been adopted by the Three Lakes Town Board of Supervisors, an organization subject to the Wisconsin Public Records and Property Law. The town board has directed that this notice be placed in a prominent place at the town offices, so that the same may be inspected by members of the general public.

1. The town board has designated the Town Clerk, as legal custodian of all public records as defined herein. The names of the individuals presently holding these positions of the custodian or elected official can be obtained at the following address:

Town of Three Lakes - Town Office 6965 W. School Street, PO Box 565
Three Lakes, WI 54562 - Telephone 715-546-3316

2. Any public record of the town, as defined by Wis. Stats. § 19.32, will be made available for inspection at the town offices between 8:00 a.m. and 4:30 p.m., Monday through Friday, except holidays.
3. No original public records of the town shall be removed from the possession of the custodian.
4. The official procedure by which record inspection and/or reproduction shall be requested is provided in section 2-202.
5. Fees shall be charged for the costs of reproducing and/or locating official records according to sections 2-203 and 2-301.

(e) *Adoption of procedure and fee schedule.* The town board adopts the procedure set forth in section 2-202 and the official notice contained in subsection (d) of this section, as the proper procedure by which a request for records and property shall be made. The town also adopts the fee schedule in section 2-301 as the official fee schedule for the locating and reproduction of records or property of the town.

(f) *Records preserved.*

- (1) The records of the town shall be retained and preserved by the custodian, as required by the Wisconsin Public Records and Property Law or other applicable statutes. No such records shall be destroyed without the prior written approval of the town board.
- (2) No official record of the town shall be destroyed after receipt of a request for such record, until such request is granted, or until any dispute concerning the propriety of the request has been completely and finally determined.
- (3) Any taped recording of a meeting as defined in Wis. Stats. 19.82(2), by any governmental body, as defined under Wis. Stats. 19.82(1), of a city, village or town may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.

(g) *Indemnification of custodian.* Any costs or fees incurred by the custodian of the records in pursuit of his duties under this article shall be directly reimbursed by the town to the custodian and shall not be treated as the personal liability of the custodian.

(Code 1987, § 1.20; Ord. of 9-10-2010; Ord. of 09-15-2020)

NOTICE OF ORDINANCE AMENDMENT

The Town Board of the Town of Three Lakes voted on September 15, 2020 to amend Article IV Public Records-Section 2-201 Release of the town ordinance. The Three Lakes Town Board included language for retaining taped recordings for the purpose of recording meeting minutes.

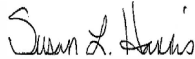
The ordinance is available for inspection at the Town Office and will be posted on the Town website at www.townofthreelakes.com.

SUSAN HARRIS, Clerk
Town of Three Lakes
715-546-3316



Jeffrey M. Bruss
Town Chairman

Attest:



Susan Harris
Town Clerk

Adopted: 09/15/2020
Published: 09/23/2020
Effective: 09/23/2020