

**TOWN OF LINCOLN
RECORDS ACCESS ORDINANCE**

ORDINANCE NO. 01-11

STATE OF WISCONSIN

Town of Lincoln

Adams County

It is hereby ordained by the Town Board of the Town of Lincoln, Adams County, Wisconsin, as follows;

The Town Board of the Town of Lincoln, Adams County, Wisconsin, has the specific authority under s. 19.34, Wis. Stats., to adopt this ordinance.

This ordinance adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached Notice of Records Access, which, pursuant to s. 19.34 (1), Wis. Stats., contains a description of the town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information from and access to records in the town's custody, make requests for town records, or obtain copies of town records, and the costs thereof, and the attached to this ordinance is so adopted.

19.34 Notice of Records Access.

The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.

This ordinance is effective upon adoption and publication or posting, as provided by law, pursuant to s. 60.80, Wis. Stat.

Adopted this 20th day of April, 2011.

Votes For: 3

Votes Against: 0

Date of First Reading: March, 17, 2011

Date of Second Reading: April 20, 2011

Attest: Karen K Church
Karen K. Church, Clerk

Charles A. Church
Charles A. Church

Larry Yunch
Larry Yunch

Shawn Bula
Shawn Bula

19.34 Notice of Records Access

STATE OF WISCONSIN
Town of Lincoln
Adams County

The clerk of the Town of Lincoln, Adams County, Wisconsin, by this notice states that the clerk of the Town of Lincoln has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Lincoln, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk.

The town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is at the town hall, 2181 County Road G or the home of the clerk, 643 Deerborn Drive, Grand Marsh, WI.

As required under s. 19.34 (1), Wis. Stats., each Town Local Public Office* is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

Local Public Office	Office Holder	Contact Information
Town Chairman	Charles A. Church	608-339-3400
Town Supervisor I	Larry Yunk	608-296-2547
Town Supervisor II	Shawn Bula	608-339-3687
Town Treasurer	James Leja	608-339-7438
Town Clerk	Karen K. Church	608-339-3400
Zoning Review Committee Chairman	Charles A. Church	608-339-3400

The following are the fees for satisfying record requests under s. 19.35, Wis. Stats.:

1. Actual cost of transcription and reproduction: \$.50 per page.
2. Actual cost of photography and photographic processing.
3. Actual cost of locating a record if the cost is more than \$50 will be \$15.00 per page.
4. Actual cost of shipping, handling and mailing of any copy or photograph.

Dated this 20th day of April, 2011.

Karen K Church
Karen K. Church, Clerk

* Note: "Local public office" is defined in s. 19.32(1)(dm), Wis. Stats., as:

19.32(1dm) "Local public office" has the meaning given in s. 19.42 (7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70(1)(I).

And "local public office" is defined in s. 19.42(7w), Wis. stats., as:

19.42(7w) "Local public office" means any of the following offices, except an office specified in sub. (13):

- (a) An elective office of a local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.
- (cm) The position of member of the board of directors of a local exposition district under subchapter 11 or chapter 329 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.