



## ***Springdale Public Records Policy***

Pursuant to Wisconsin Public Record Law, Wis. Stat. §§ 19.31–19.39, the Town of Springdale establishes the following amended Public Record Policy:

1. Providing persons with information on the affairs of government is an “essential function of a representative government and an integral part of the routine duties of officers and employees whose responsibility it is to provide such information. To that end, ss 19.32 to 19.37 shall be construed in every instance with a presumption of complete public access, consistent with the conduct of governmental business. The denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied.” Sec. 19.32, Stats.
2. It is the policy of the Town to respond as soon as practicable and without delay. A reply shall be given within 10 business days unless written notice to the contrary is provided.
3. The Town copy fee is \$0.25/page. Postage and handling fees are calculated as incurred.
4. Pursuant to Sec. 19.35(3)(f): “An authority may require prepayment by a requester of any fee or fees imposed under this subsection if the total amount exceeds \$5.00.”
5. It is the policy of the Town to require a citizen to pay any and all outstanding bills for public record requests to the Town of Springdale prior to incurring additional public record request debts.

*Policy adopted 9/15/2003 by the Springdale Town Board.*

Please direct any questions regarding this policy to the Administrator/Clerk:

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