

## REQUEST FOR ACCESS TO OR COPY OF PUBLIC RECORD

TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD:	
Description of the record(s) to be inspected and/or a copy made:	
<p>Please note: Under state law a request for access to a public record "is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter of length of time represented by the records does not constitute a sufficient request." [19.35(1)(h), Wis. Stats.]</p>	
Name of Requester:	
Mailing address of requester:	
<p>Please note: A request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." [19.35(1)(l), Wis. Stats.] You are being asked to provide the information called for on a voluntary basis. Thank you.</p>	

TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD	
Municipal department, office or work unit receiving request:	
Date and Time request received:	Date and Time Action Completed:
<p>Action taken on request:</p> <p>[ ] Approved      [ ] Approved in part and denied in part      [ ] Denied</p>	
Please attach copy of any statement denying access to, a copy of, or information contained in any public record covered by this request.	
Amount of any fee paid by requester:	
Name and Title of legal custodian or deputy acting on request:	

- (e) Insurance policies.
- (f) Justice dockets.
- (g) Oaths of office.
- (h) Reports of boards, commissions, committees and officials duplicated in the official minutes.
- (i) Resolutions and petitions.
- (j) Voter record cards.

(4) *Notice required.* Prior to the destruction of any public record described above, at least 60 days' notice shall be given the state historical society.

(5) *Requested records.* The city may not destroy any record at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least 60 days after the date that the request is denied. If an action is commenced under § 19.37, Wis. Stats., the requested record may not be destroyed until after the order of the court in relation to such record is issued and the deadline for appealing that order has passed, or, if appealed, until after the order of the court hearing the appeal is issued. If the court orders the production of any record and the order is not appealed, the requested record may not be destroyed until after the request for inspection or copying is granted.

(Code 1992, § 3.08)

### **3.085 Access to public records.**

(1) All official records created, kept and maintained for the city by its officers, departments and agencies are hereby declared to be public records available for public inspection and copying during regular business hours, except as follows:

- (a) Records and minutes resulting from closed meeting sessions which are not approved for general publication by the mayor, city administrator or city attorney.
- (b) Police investigative reports and evidence accumulated for ongoing police investigations and police business.
- (c) Any records prohibited from public dissemination in accordance with state or federal laws.
- (d) Those records exempted pursuant to § 19.35, Wis. Stats. or other applicable law.

(2) The city clerk-treasurer is authorized to charge the following fees for copying of public records:

- (a) Twenty-five cents per page of copied public records for letter size and legal size. Costs will be adjusted for large size copies or other materials.

- (b) Actual salary expenses per hour or portion thereof administrative time for research of public records.

(Code 1992, § 3.085; Ord. No. 1006-0698, § 1, 6-16-98)

**State law reference**—Public records generally, § 19.35, Wis. Stats..

### **3.09 Disposition of municipal property and remittance of funds.**

The general policy of the city shall be that any city property of any value, not otherwise regulated as to disposition and remittance of funds, shall be regulated as herein provided:

- (1) *Disposal of property.* The authorized agent, commission or committee of the council shall dispose of the specific city property in the best interests of the city. Such agent, commission or committee shall, upon disposition, report to the council as to the method and details of such disposition. The report shall be in writing, and an additional copy shall be supplied to the city clerk-treasurer for recordkeeping purposes.
- (2) *Remittance of funds.* Any funds received pursuant hereto shall be turned over to the city clerk-treasurer. The city clerk-treasurer shall issue a receipt therefor to the person remitting the funds. The funds shall be a general receipt of the city unless the original authority to sell or subsequent council action directs that the funds be otherwise accounted for.
- (3) *Personal benefit to agent prohibited.* No person who shall be the agent for disposition as herein called for, or who serves on a commission or committee which has the responsibility for disposition as herein called for, shall directly or indirectly benefit in any way from such disposition; nor may such person be involved directly or indirectly except as the seller's agent in the ultimate disposition of such property.
- (4) *Penalties.* Any person who violates such prohibitions as expressed in subsection (3) shall be subject to the penalties as provided for in this Code; in addition, such person shall have been deemed to have violated the ethics of his/her office and shall be subject to removal from office for cause as provided for by state law.

(Code 1992, § 3.09)

**State law reference**—Sale of public land generally, § 24.07 et seq., Wis. Stats.