

## **Section 1.02 Custodian of Public Records**

### **1.02 (A) Title/Purpose**

The title of this Section is Custodian of Public Records. The purpose of this Section is to designate a custodian of public records for the Town of Leeds and to establish a process for requesting public records.

### **1.02 B) Authority**

The Town Board of the Town of Leeds has the specific authority under Wis. Stat. § 19.33 to adopt this Section.

### **1.02 (C) Designation of Custodian(s) of Public Records**

The Clerk of the Town of Leeds, Columbia County, Wisconsin, is hereby designated under Wis. Stat. § 19.33, as the legal custodian of records for the Town of Leeds, 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.

### **1.02(D) Access to Records**

The Town Clerk does not maintain regular office hours at the location where records of the Town in the Town Clerk's custody are kept. The Town will permit access to its records upon at least forty eight (48) hours written or oral notice to the legal custodian of the record of the intent to inspect or copy a record.

### **1.02(E) Fees**

The Town Board shall impose a fee on the requester of a copy of a record pursuant to Wis. Stat. § 19.35(3). Prepayment may be required if costs are estimated to exceed \$5.00. These fees shall be established by resolution and incorporated into the Town's fee schedule.