

19.34 \* Ordinance adopting notice of records access.  
STATE OF WISCONSIN

Town of Colburn, Chippewa County

The Town Board of the Town of Colburn, Chippewa County, Wisconsin, has the specific authority under s. 19.34, Wis. stats., to adopt this ordinance.

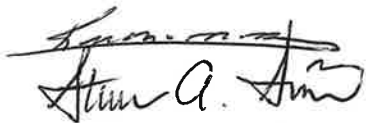
This ordinance, adopted by a majority of the town board on a roll call vote with a quorum present and voting and proper notice having been given, adopts the attached Notice of Records Access, which, pursuant to s. 19.34 (1), Wis. stats., contains a description of the town's organization and the established 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.

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 after the date of publication or posting date allowing adequate time for erection of signs.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Adopted this 5<sup>th</sup> day of February 2024.

[Signatures of town board]



Attest: [Signature of town clerk]



I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD IN POSSESSION OF THE TOWN OF Colburn, Chippewa COUNTY, WISCONSIN

Description of the record(s) to be inspected and/or copied:

Please note: A request "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 or length of time represented by the records does not constitute a sufficient request." (s. 19.35 (1) (h), Wis. stats.) The request may be made orally, but a request must be in writing before an action to enforce the request is commenced under s. 19.37, Wis. stats.

Is the record or part of the record requested a personnel record of a town employee?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please note: A request may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (s. 19.35 (1) (i), Wis. stats.)

II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD.

Municipal department, office, or work unit of any authority receiving request:

Full Name: \_\_\_\_\_ Postion: \_\_\_\_\_

Was the request acted upon within 10 days of the request?

Yes \_\_\_\_\_ No \_\_\_\_\_

Action taken on request:

( ) Approved ( ) Approved in part and denied in part ( ) Denied

If the requested record was a personnel record, was the town employee notified of the request?

Yes \_\_\_\_\_ No \_\_\_\_\_\*

Please note: For a denial, attach a copy of any statement of the reasons denying access to, a copy of, or other information contained in any public record covered by this request. If the request for the record was in writing, the denial determination is subject to review by mandamus under s. 19.37 (1), Wis. stats., or upon application to the attorney general or a district attorney. (s. 19.37 (4), Wis. stats.)

Reason for fee:

If a personal record request, the date and name and address of the town employee notified in writing as to the request and response, if any, received from the employee:

\* Note: See s. 19.356, Wis. stats.