

# VILLAGE OF CASSVILLE

## PUBLIC RECORDS POLICY

### PURSUANT TO SEC 19.34 WIS STATS

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The Village of Cassville is a Wisconsin Municipality with a Village Board of seven members, including the Village President.

Village Clerk: Molly Roskams

Business Hours: Monday – Friday, 7:30 a.m. – 4:00 p.m., excluding holidays.

Phone number: 608-725-5180

Location & Mailing address: Village of Cassville, 100 West Amelia Street, PO Box 171, Cassville, Wisconsin 53806

The Village clerk is the legal custodian of all records of the Village pertaining to the Village Board of Trustees' matters and other legal records required by law to be maintained and kept by the clerk. Any person may contact the Clerk's office for an appointment.

Records may be inspected during regular business hours, Monday – Friday (excluding holidays), between 7:30 a.m. and 4 p.m. in the Clerk's office. Written request for photocopies, tapes, documents, etc. must be filled out on an *Open Records Request* form provided by the Clerk's office, or on the requestor's stationary. The requestor's phone number should be included with the request in case we need to clarify the exact nature of the request.

Cost will be \$0.20 per photocopy, plus the cost of postage or faxing. A request requiring research, or multiple reports, shall be assessed at a fee of \$25 per hour or fraction thereof for labor. If total copying and/or administrative charges exceed \$10, prepayment will be required.

# VILLAGE OF CASSVILLE

## OPEN RECORDS REQUEST

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Records may be released between the hours of 7:30 a.m. – 4:00 p.m., Monday – Friday, excluding holidays.

Please fill out this form if you are requesting an inspection or photocopies of Village records. Requests exceeding \$10.00 must be paid in advance.

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Information or Records Requested (Please be specific): \_\_\_\_\_

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Signature of person making the request: \_\_\_\_\_

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Fees: \$0.20 per photocopy/page \$ \_\_\_\_\_

Postage/Faxing \$ \_\_\_\_\_

Administrative Charges: Requests requiring research, or multiple reports, shall be assessed labor fees.

\_\_\_\_\_ Hours @ \$25/hr (or fraction of) \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

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*Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you.*

*Any information given orally or in writing by Village officials may be subject to errors or omission and shall not be a binding liability upon the Village of Cassville.*