

## 2021-01 Resolution Setting Fees for Records Requests

STATE OF WISCONSIN

Town of Liberty

Manitowoc County

The Town Board of the Town of Liberty, Manitowoc County, Wisconsin, by this resolution, 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, resolves and orders as follows:

The following fees for satisfying record requests under s. [19.35](#), Wis. stats., are established:

NOTE: Personally Identifiable Information is required to be redacted.

- Copies – \$.25 Per Page.
- Photographing and/or photographic processing – Actual, Necessary, and Direct Costs.
- Other records not in printed form - Actual, Necessary, and Direct Costs.
- Locating a record if the actual cost is more than \$50 – actual, necessary, and direct cost.
- This form does not establish costs for research or for creating a new record. - actual, necessary, and direct cost.
- Mailing/Shipping – Actual, Necessary, and Direct Costs.
- A prepayment of any fee or fees imposed under this subsection is required if the total amount exceeds \$5.
- The Town of Liberty may provide copies of a record without charge or at a reduced charge, if the Town Board determines that waiver or reduction of the fee is in the public interest.

The town clerk shall properly post or publish this resolution as required under s. [60.80](#), Wis. stats.

Adopted this 23 day of March, 2021.

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Joel Aulik, Chairperson

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Jim Krim, Supervisor

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David Petersen, Supervisor

Attest: \_\_\_\_\_  
Pam Petersen, Clerk