

## PUBLIC RECORDS NOTICE

The public is hereby notified pursuant to Section 19.34, Wis. Stat. of the following information for access to public records:

The Clerk of the Town of Liberty, Manitowoc County, Wisconsin, by this notice states that the clerk of the Town of Liberty has been designated under s. [19.33](#), Wis. stats., as the legal custodian of records for the Town of Liberty, 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.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian as follows:

The town clerk does not maintain regular office hours at the location where records of the Town are kept. The town clerk will permit access to Town records in the custody of the clerk upon at least 48 hours' written or oral notice to the town clerk of the intent to inspect or copy a record. The location of the records in the custody of the clerk is 13812 English Lake Rd, Valders, WI 54245.

As required under s. [19.34 \(1\)](#), Wis. stats., each Town Local Public Office\* is listed below. The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the elected official or chairperson in accordance with the contact information designated as follows:

The designated legal custodians do not maintain regular office hours at the location where records of the agency or department in their custody are kept. The Town will permit access to the records of the agencies and departments in the custody of the designated custodian upon at least 48 hours' written or oral notice to the legal custodian of the intent to inspect or copy a record. The location of the records for each department or agency and contact information for the custodian is as designated in the table below.

- Town of Liberty clerk, 13812 English Lake Rd, Valders, WI 54245
- Town of Liberty Chairperson and Supervisors, 13812 English Lake Rd, Valders, WI 54245
- Town of Liberty Treasurer, 13812 English Lake Rd, Valders, WI 54245
- Town of Liberty Constable, 13812 English Lake Rd, Valders, WI 54245
- Town of Liberty Public Works, 13812 English Lake Rd, Valders, WI 54245
- Town of Liberty Planning Commission, 13812 English Lake Rd, Valders, WI 54245
- Town Assessor, Fair Market Assessments, Joe Denor, 2555 Continental Ct, Suite 2, Green Bay, WI 54311
- Town Building Inspector, Witkowski Inspection Agency, LLC, Brian Witkowski, 18W Main St, Chilton, WI 53014

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

- Photocopies - \$.25 per page.
- Photocopies or photographing — actual, necessary, and direct cost.
- Other records not in printed form — actual, necessary, and direct cost.
- This form does not establish costs for research or for creating a new record. - actual, necessary, and direct cost.
- Shipping and mailing any copy — actual, necessary, and direct cost.
- Locating a record if the actual cost is more than \$50 — actual, necessary, and direct cost.
- A prepayment of any fee or fees imposed under this subsection is required if the total amount exceeds \$5.
- The Town may provide copies of a record without charge or at a reduced charge where the Town through the Town Clerk determines that waiver or reduction of the fee is in the public interest.

The Town Clerk is directed to prominently display this notice and make it available for inspection and copying for the guidance of the public.

Adopted by the Town Board on March 23, 2021.

Pam Petersen, Clerk  
Town of Liberty