

**RESOLUTION NO. 2016-0912 R**  
**RESOLUTION ESTABLISHING PROCESS AND**  
**FEES FOR OPEN RECORDS REQUESTS**

WHEREAS, the Town of Spring Valley is a municipal organization located in Rock County, Wisconsin; and

WHEREAS, the Town of Spring Valley does not have a Town Hall or other official municipal building in which to offer regular office hours; and,

WHEREAS, the Town of Spring Valley's public records are in the custody of the Town Clerk; and,

WHEREAS, the Town of Spring Valley does not maintain regular office hours at the location where the Town records are kept;

NOW, THEREFORE, the Town Board of the Town of Spring Valley do hereby resolve as follows:


The following shall be the Process and Fees for Open Records Requests filed with the Town of Spring Valley and shall be displayed and made available to the public:


1. Upon request and by appointment, the Town Clerk, or the clerk's designee, shall make Town records available for inspection and/or copying at the Orfordville Fire District fire station, which is located at: 173 N. Wright Street, Orfordville, Wisconsin.
2. Requests for access to records may be made by the following methods:
  - Telephone: (608) 897-5092
  - Email: [svclerk@ckhweb.com](mailto:svclerk@ckhweb.com)
  - Mail: Town Clerk  
5656 S. Nelson Road  
Brodhead, WI 53520
3. Requests may be made orally or in writing, and must be reasonably specific as to subject matter and time period.

4. The Town Clerk shall make reasonable efforts to respond to requests to inspect/copy records as soon as possible, but same day or next day access may not always be possible and the requestor shall submit the request for access to the records at least 48 hours in advance of the appointment. When calculating the minimum of 48 hours advance notice, the whole of Saturday, Sunday, and any legal holiday, from midnight to midnight, shall be excluded in computing the period.
5. The Town may charge the actual, necessary, and direct cost of reproducing a record. When the request calls for a copy of a record, and the record can be photocopied, the Town may charge a fee of \$.25 per printed page. If records are provided on a CD or DVD, the Town may charge \$1.00 per disc. The Town may charge the actual, necessary, and direct costs of locating the records if they total \$50.00 or more. Any staff time for locating records will be billed at the hourly rate of salary for the employee performing the task. If the records are mailed or shipped to the requestor, the Town may charge the actual, necessary and direct mailing or shipping cost.
6. The fees referenced in paragraph 5 apply except where a different fee is authorized by law. The Town may request pre-payment if the total costs are greater than \$5. Checks are to be made payable to the Town of Spring Valley.

Approved by the Town Board of the Town of Spring Valley this 12<sup>th</sup> day of September, 2016.

TOWN OF SPRING VALLEY

By:   
Steve Hazeltine,  
Chairperson of the Town of Spring Valley

Attest:   
Julie Gerke,  
Clerk of the Town of Spring Valley