

NOTICE OF PUBLIC RECORDS ACCESSIBILITY (Wis. Stat. § 19.34(1))

Town of Sugar Creek, Walworth County, Wisconsin

Except as otherwise provided by statute, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stats. §§ 19.34 to 19.36.

The Town Clerk is the custodian of public records for the Town of Sugar Creek, Walworth County, Wisconsin. Public Records may be requested, inspected and copies obtained at the Town Hall during normal business hours, which are:

Monday through Thursday, 10:00 a.m. to 4:00 p.m., except legal holidays, at N6641 County Road H, Elkhorn, WI.

Record requests should be made to:

Sara Morin, Town of Sugar Creek Clerk

N6641 County Road H

Elkhorn, WI 53121

clerk@twnos.com

The Town of Sugar Creek may bill record requestors \$.50 for each photocopied page provided. This cost has been calculated not to exceed the direct cost of reproduction. The actual cost of any postage or delivery services may also be charged. In addition to copying costs, the cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated as hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records. Requests which exceed a total cost of \$5.00 may require prepayment. The record custodian may provide copies of requested records without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest.

All requests will be processed as soon as practicable and without delay. In most cases this will generally be less than 10 work days, but may be longer depending on the details of the request.