

State of Wisconsin

Town of Scott

Lincoln County

Purpose: Establish policies and procedures for access to public records.

The Town Board of the Town of Scott, Lincoln County, WI, has the specific authority under s. 19.34, Wis. stats., to adopt this ordinance.

This ordinance, 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, adopts the attached *Notice of Records Access*, which, pursuant to s. 19.34 (1), Wis. stats., contains a description of the town's organization and the established times and places at which, the legal custodian from whom, and the methods whereby the public may obtain information from and access to records in the town's custody, make requests for town records, or obtain copies of town records, and the costs thereof, and the attached to this ordinance is so adopted.

The town clerk shall prominently display and make available for inspection and copying at the town offices copies of the Notice of Records Access, for the guidance of the public.

This ordinance is effective upon posting.

The town clerk shall properly post or publish this ordinance as required under s. 60.80, Wis. stats.

Approved by the Town of Scott on this 11<sup>th</sup> day of July, 2017.

BY: *Mike Woller*  
Mike Woller, Chair

*Charles Reinhardt*  
Charles Reinhardt, Supervisor

*Gerald Schmidt*  
Gerald Schmidt, Supervisor

Subscribed and sworn to before me:  
*Becky Byer*  
Becky Byer, Clerk of the Town of Scott  
This 11<sup>th</sup> day of July 2017.

**ORIGINAL**

## NOTICE OF ACCESS TO PUBLIC RECORDS

The clerk of the Town of Scott, Lincoln County, Wisconsin, by this notice states that the Clerk of the Town of Scott has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Town of Scott, 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:

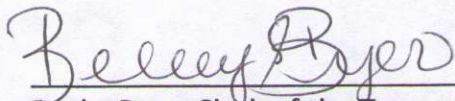
**Becky Byer, Town Clerk**  
**N1288 Golf Drive**  
**Merrill, WI 54452**  
**(715)536-5738**  
**townclerk.scott@gmail.com**

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 Scott Town Hall, N563 Lake Road, Merrill, WI.

The following are the fees for satisfying record requests under s. 19.35, Wis. stats.:

**Copies @ .25/ page, plus any required postage.**

Dated this 11<sup>th</sup> day of July, 2017.



Becky Byer, Clerk of the Town of Scott  
Lincoln County, WI

**ORIGINAL**

\* Note: "Local public office" is defined in s. 19.32 (1dm), Wis. stats., as:

**19.32 (1dm)** "Local public office" has the meaning given in s. 19.42 (7w), and also includes any appointive office or position of a local governmental unit in which an individual serves as the head of a department, agency, or division of the local governmental unit, but does not include any office or position filled by a municipal employee, as defined in s. 111.70 (1) (i).

And "local public office" is defined in s. 19.42 (7w), Wis. stats., as:

**19.42 (7w)** "Local public office" means any of the following offices, except an office specified in sub. (13):

- (a) An elective office of a local governmental unit.
- (b) A county administrator or administrative coordinator or a city or village manager.
- (c) An appointive office or position of a local governmental unit in which an individual serves for a specified term, except a position limited to the exercise of ministerial action or a position filled by an independent contractor.
- (cm) The position of member of the board of directors of a local exposition district under subchapter II of chapter 229 not serving for a specified term.
- (d) An appointive office or position of a local government which is filled by the governing body of the local government or the executive or administrative head of the local government and in which the incumbent serves at the pleasure of the appointing authority, except a clerical position, a position limited to the exercise of ministerial action or a position filled by an independent contractor.

**ORIGINAL**