

**NOTICE OF PUBLIC RECORDS  
TOWN OF OMRO**

**Description of Organization**

Town of Omro Board of Supervisors

**Local Public Offices**

Clerk, Treasurer

**Designated Custodian(s)**

The Town Clerk is designated as legal custodian of the open files, which includes financial and administrative records. The Treasurer is the legal custodian of financial records and tax records currently in her or his possession.

**Hours of Access to Open Records**

The public may obtain information and access records of custodians during posted open hours of the Clerk's office or by special appointment. Office hours of operation will be posted on the town's website and at the entrance to the Town Hall. Appointments can be made by calling 920-685-2111.

**Cost of Records**

- Photocopies - \$0.10 per page
- Cost of providing requested records on a durable electronic media if original requested records were stored in digital format - \$10.00
- Research Charge - If the records requested are not readily accessible and research time and/or assembly is necessary to provide the records, a research fee will be charged at the rate of \$15.00 per hour. A research fee will also apply if a request for meeting agendas/minutes is made by a requestor who does not wish to inspect the town's minute books themselves, but instead asks to have the Clerk search for content without providing a reasonably specific date range. Minute books are available for inspection at the Town Hall during posted hours or by special appointment.
- If a copy of a record or printout is to be shipped, the actual cost of shipping will be charged in addition to any copying, supplies and research costs.

If the total charge for copying, mail and/or research exceeds \$5.00 prepayment of all charges will be required.

SIGNED:

Brian Noe, Town Chairperson

ATTEST:

Dana Woods, Town Clerk

Adopted: August 16, 2021

Posted: August 20, 2021

Signed Original: On file and available for inspection at the Clerk's office