

**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 - \$10.00
- Research Fee - 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 town staff 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.
- Locating Fee - If applicable, a locating fee may be charged to the requestor. Locating fees will only be charged to the requestor if the cost is more than \$50.00, and will not exceed the actual, necessary and direct cost of location of requested records.
- 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: March 28, 2022

Posted: March 29, 2022

Signed Original on File at the Clerk's Office