

CHAPTER 21: TOWN RECORDS/TOWN PROPERTY

SECTION 21.01 PUBLIC RECORD ACCESS

A. CUSTODIANS OF RECORDS.

The below noted board, offices, and committees or other special government units of the Town of Baraboo have designated the below-noted as legal custodians of their public records:

	Office	Custodian
1.	Town Board	Town Clerk
2.	Town Clerk	Town Clerk
3.	Town Treasurer	Town Clerk
4.	Assessor	Town Clerk
5.	Sanitary District #1	Committee Chair
6.	Plan Commission	Committee Secretary
7.	Highway Superintendent	Town Clerk

B. PUBLIC NOTICE OF RECORD LOCATION.

The above offices, special offices, committees, agencies, boards, or other special government units of the Town of Baraboo shall adopt and display a public notice related to their custody of public records. The public notice shall be designed and posted as noted below:

1. The notice shall be in the form established by resolution of the Town Board and kept on file with the Town Clerk.
2. The notice shall be available as follows:
 - a. Custodian. Town Clerk shall be custodian of the notice.
 - b. Location. Notice shall be posted in the Town of Baraboo Town Hall.
 - c. Days. New notice shall be posted on Monday of every week, excluding holidays, unless no changes are made to the notice of the previous week.
 - d. Time. Notice shall be available to view 9:00 AM to 12:30 PM, Monday through Thursday.
3. Pursuant to current Wis. Stats., if no regular hours exist for a board, office, committee, or other special government unit of the Town of Baraboo, any person seeking a public record must provide at least forty-eight (48) hours' advance, oral or written notice to the legal custodian of intent to inspect or copy a record.

C. ACCESS TO RECORDS.

The legal custodian of any public record of the above-noted offices, special offices, committees, agencies, boards or other special government units of the Town of Baraboo shall provide to any person the right to inspect any public record except if, as indicated by specific statute, this Chapter, or where the similar public policy based on the exemptions in the current Wis. Stats., should allow the legal custodian to restrict public access to these records.

1. The legal custodian, when claiming a specific exemption for denying access to public record, must make a specific demonstration to the person demanding access that there is a need to restrict public access at the time of the request for access to the public record.
2. The specific exemptions that may allow the legal custodian to restrict public access to records include, but are not limited to those public policy exemptions as permitted by law.

D. COPYING/PHOTOGRAPHING PUBLIC RECORDS.

The legal custodian shall comply with the provisions of current Wis. Stats. The legal custodian may require supervision during the inspection and copying of any public record and may impose reasonable restrictions in the manner of access to certain records that are irreplaceable or easily damaged.

E. FEES.

The Town of Baraboo will charge the actual, necessary and direct reproduction costs for a copy of a record. The Town Board of the Town of Baraboo has declared these costs to be as follows:

1. \$.25 per sheet of paper of copied record.
2. In addition to the copying cost charge, a fee for locating the record will be charged, if the cost to locate is more than fifty dollars (\$50.00), and the Town may charge a fee for the actual, necessary, and direct mailing or shipping fee.
3. The Town of Baraboo may require a prepayment of the fee if the total fees established by this subsection will exceed five dollars (\$5.00).

SECTION 21.02 CONDITIONS AND TERMS FOR DESTRUCTION OF PUBLIC RECORDS

A. TYPES OF RECORDS DESTROYED.

The Town Board of the Town of Baraboo, officers, special offices, committees, agencies, boards, or other special government units of the Town, and their officers, employees, and agents, shall destroy the following public records of the Town, only upon the conditions and times noted in this section, pursuant to Wis. Stat. § 16.61 and standards set by the State Public Records Board.

1. **Obsolete Financial Records.** All financial records of the Town of Baraboo, of the Town Board or any office, committee, agencies, boards, or other special government units of the Town and their officers, employees, and agents, who are the legal custodians of these financial records, if these financial records are considered obsolete, may destroy these financial records at any time

seven (7) years after the record was effective, unless a different time period has been fixed by the State Public Records Board, pursuant to Wis. Stat. § 16.61, and then only after that time period.

2. Other Obsolete Records. All other public records of the Town that are not financial records, the Town Board or any office, committee, agencies, boards, or other special government units of the Town and their officers, employees, and agents, who are the legal custodians of these records of the Town, if these records are considered obsolete, may destroy these records at any time seven (7) years after the record was effective, unless another period has been set by the State, and then only after such period, unless a shorter time period has been fixed by the State, pursuant to Wis. Stat. § 16.61, and then only after that shorter time period.

3. No assessment roll containing forest crop acreage in the Town of Baraboo may be destroyed without prior approval of the Department of Revenue.

SECTION 21.03 TAPED RECORDS OF MEETINGS

The Town Board of the Town of Baraboo, officers, special offices, committees, agencies, boards, or other special government units of the Town and their officers, employees, and agents may destroy any taped records of any public meeting no sooner than ninety (90) days after the public meeting minutes have been approved by the appropriate government unit, if the purpose of the tape recording was to make and maintain minutes of public meeting.