



Notice of Public Records Accessibility
(State Statute 19.34(1) Procedural Information)

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of said record as provided by Wisconsin Statutes 19.34.

The following Officials/ Department Heads are designated as records custodians for their respective Departments:

<u>Officials/ Department</u>	<u>Responsible Department</u>
Michelle T. Johnson, Village Clerk	Office
Eric Paulus, Director Public Works	Public Works, Waste Water, Water Department
Sgt. Eric Leet	Police Department
Brian Weyker, Fire Chief	Fire/Ambulance Department
John Derler, Building Inspector	Inspection Department

As it is impractical to name every record available in every department, only the Department and the Official Custodian for the records of that Department of the Village are listed above.

Public Records may be requested, inspected, and copies obtained during the regular business hours of the Department as posted at the specific Department location.

The charge for photocopying shall be calculated not to exceed the actual, necessary and direct cost of reproduction. In addition to the copying cost, the Village reserves the right to charge the applicant for the time required to obtain the requested record, if it is determined that the cost to obtain such record is \$50.00 or greater. The Village can require pre-payment of the fees only if the fee exceeds \$5.00. The Official Custodian of the requested record may provide copies of said record 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. No copies shall be mailed to any applicant unless prior arrangements are made with the Village Clerk for payment of postage.

A Request for Access to Public Records may be provided, upon request, to aid you in describing the requested record. Public record requests shall be submitted to the Village Clerk's Office for review and distribution to the appropriate Village Department. The Village Clerk's Office is located at 242 Fredonia Ave, Fredonia, WI 53021. Normal office hours are Monday-Thursday 7:00AM-4:00PM



Public Records Request

Please use for non-police records

242 Fredonia Ave

PO Box 159

Fredonia, Wisconsin 53021

(262) 692-9125

<https://www.fredoniawi.gov/>

Date Received	
Date Responded	
Responsible Department	
Total Fee	

Requester's Information

Name	
Phone Number	
Email	

Record Information

Summary of Request	
Details of Request	
How would you like a response:	<input type="checkbox"/> Email (please include email address above) <input type="checkbox"/> Mail (requester responsible for postage fees) <input type="checkbox"/> USB, DVD, Other Device (requestor responsible for providing device) <input type="checkbox"/> Copies (\$.25 per sheet) <input type="checkbox"/> Other _____