

# Requesting Records & Information

## Public Records Policy Complying with Wisconsin Statutes Chapter 19.34

The Village of Raymond is a local form of government comprised of a five-member Village Board, and other boards, commissions, and committees. The Village provides the general public with services including internal controls and financial accountability to the public, valuation and assessments, municipal court services, development and maintenance of Village Hall and recreation areas, engineering and maintenance of Village roads, planning, zoning and permitting, stormwater control, and serves its citizens with a fire and rescue department.

Requests put in writing by completing a [Request for Public Records Form](#) or by submitting another form of written request establish complete clarification regarding the information that is being requested. Although visual inspections of public records during normal office hours are at no expense, an appointment may be deemed necessary and fees may be charged for photocopies.

The Village may require prepayment for any requests expected to exceed \$5.

Records not readily accessible, which require research to locate, shall be assessed a location fee. Location fees shall not be required until a minimum of \$50 has accumulated (§19.35(3)(c)); thereafter a charge equal to the hours necessary to locate the records multiplied by the per hour wages plus benefits of the employee locating the records will be assessed. All requests will be processed as soon as practicable and without delay.

The Village shall collect fees for public records as established by the Village Board and outlined on the Request for Public Records form.

## Legal Custodians of Village Records

The following individuals, or respective designees thereof, shall be the legal custodians of Village records in accordance with the public records law:

Village Clerk/Administrator: Barbara Hill

Deputy Clerk: Jeni Schroepfer

### Location and Mailing Address

Village of Raymond  
2255 76<sup>th</sup> Street  
Franksville, WI 53126  
262-835-4426

**Business Hours:** 9 a.m. to 4:00 p.m., Monday through Friday, excluding holidays

The Village Clerk is responsible for maintaining legal and other records as the designated custodian for public records although records may also be kept in other departments. Any person may contact the Village Clerk or designee to schedule an appointment. Records may be inspected in the Clerk's office during business hours. Written requests for information including photocopies, electronic files, documents, or discs may be made on a Request for Public Records form provided by the Clerk's office, or via other written request or email.

## In General

Any information given orally, or in writing by Village officials, may be subject to errors or omission and shall not be a binding liability upon the Village of Raymond. In accordance with Wisconsin Statutes Chapter 19, each person (requester) is entitled to examine public records of any office of the Village of Raymond. The Village Clerk is authorized to amend the policy from time to time to update information or other data that will not dramatically change the intent or purpose.