

**Town of Richmond
Walworth County, Wisconsin
Public Records Policy**

This Policy is established in conformance with State of Wisconsin's declared policy that except as otherwise provided by law, any requester has a right to inspect any record under WI 19.35.

Description of Organization

Town of Richmond is a municipality governed by a Town Board consisting of the Chairman and four (4) Supervisors. Additional elected officials and appointees of the Town include the following:

1. Town Clerk - custodian of all records of the Town pertaining to Town Board of Supervisors' matters and other legal records required by law to be maintained and kept by the Clerk.
2. Treasurer - custodian of all financial records of the Town as required by law.
3. Assessor - custodian of all records pertaining to real estate for the Town.
4. Building Inspector - custodian of building permits and other records pertaining to construction and/or remodeling of buildings in the Town.
5. Town Board of Supervisors - the elected Chairman and four Supervisors who serve at large do not hold regular daytime office hours.
6. Plan Commission - the appointed Chairman and four Commission Members do not hold regular daytime office hours.

Access to Records

The Town Clerk does not maintain regular office hours. Access to Town records in the Clerk's custody will be permitted upon at least 48 hours written notice of the intent to inspect or copy a record. The location of the records is in the Town Hall, W9046 County Road A, Delavan. A list of contact names and phone numbers for other custodians listed is attached to this document;

In General

Any information given orally or in writing by Town officials may be subject to errors or omission and shall not be a binding liability upon the Town of Richmond. The Town Board of Supervisors shall review this policy every three years unless substantial changes to the Public Records law require immediate attention. The Town Clerk is authorized to amend the policy from time to time to update names and offices or other data that will not

Costs for Requests of Information

Any record request that is expected to exceed \$25.00 must be paid in advance.

Records not readily accessible which require research to locate the record shall be assessed a location fee. Location fees of \$25.00 per hour or any portion of an hour thereafter shall be charged if research requires more than two hours, based on \$25.00 per hour or any portion of an hour.

Visual inspection of public records are at no expense; however, an appointment may be deemed necessary.

Photocopies

the Town shall collect from the requester costs for standard size copies at \$.25 cents per photocopy (up to 50 copies), and \$.20 cents per photocopy (51 copies or more) plus mailing and location costs, if applicable. Copies other than 8 ½ x 11" and 8 ½ x 14" are their Actual cost, plus mailing and location costs, if applicable.

Disks

The cost for a computer disk, cassette, or CD is \$25 per disk, plus mailing and location costs, if applicable.

Contact InformationTown Board

Town Chairman	Wayne Redenius; 608-883-2343
Supervisor 1	Dave Overbeek; 262-745-8426
Supervisor 2	Susan Miller; 608-883-2025
Supervisor 3	Carol Behrens; 608-883-9999
Supervisor 4	Tom Kraus; 262-728-9160
Town Clerk	Barb Ceas; 608-883-2017/608-312-9674
Treasurer	Anna Seaver; 262-728-9314/5666

Plan Commission

Chairman	Wayne Redenius: 608-883-2343
	Mike Cesar: 608-883-2062
	Carl Redenius; 608-883-2343
	Martin Brunner; 608-883-2338
	(Vacant)

