

Open Records Policy for Pulaski Township

Purpose: Pulaski Township recognizes the importance of transparency and accountability in local government. The purpose of this Open Records Policy is to establish guidelines for providing access to public records maintained by the township in accordance with Wisconsin's public records laws.

Policy Statement: Pulaski Township is committed to providing access to public records in a timely and efficient manner, while ensuring compliance with applicable state statutes and regulations. The Township Clerk serves as the primary records custodian and is responsible for processing and fulfilling requests for public records.

Procedure:

1. Submitting Requests:

- All requests for public records must be submitted to the Township Clerk.
- Requests can be submitted via mail, email, or in person.
- Requests should include specific details about the records being sought, including relevant dates, names, and any other pertinent information that will assist in locating the requested records.

2. Processing Requests:

- Upon receiving a request, the Township Clerk will promptly review and acknowledge the request.
- The Clerk will then initiate a search for the requested records within a reasonable timeframe.
- If the requested records are readily available and can be provided without delay, the Clerk will fulfill the request as soon as possible.

3. Fees:

- Pulaski Township may assess a fee for providing copies of public records, as permitted by state law.
- The fee structure will be reasonable and based on the actual cost of reproduction, including materials, labor, and postage.
- If fulfilling a request requires extensive time and resources to locate or compile the requested records, the Township may charge an additional fee to cover these costs. The requester will be informed of any applicable fees prior to processing the request.

4. Delivery of Records:

- Once the requested records are located and compiled, the Clerk will provide copies to the requester in the format requested (e.g., paper copies, electronic files).

- If the requester prefers to inspect the records in person rather than receive copies, arrangements can be made to schedule a time for inspection at the Township Office at an agree upon time.

5. Exemptions:

- Some records may be exempt from disclosure under Wisconsin's public records laws. If a requested record is determined to be exempt, the Clerk will provide an explanation for the denial in writing, citing the specific statutory basis for the exemption.

Compliance: Pulaski Township is committed to complying with all applicable state laws and regulations regarding public records. Any disputes or concerns regarding the handling of public records requests should be directed to the Township Clerk or legal counsel for resolution.

Review and Revision: This Open Records Policy will be reviewed periodically and updated as necessary to ensure compliance with changes in state law or township procedures. Amendments to the policy will be approved by the Township Board before implementation.

Date passed: TBD, 2024

Roy Seifert, Town Chair

Tony Bomkamp, Town Supervisor

Dan Imhoff, Town Supervisor

ATTEST:

Lori Peat, Town Clerk

Effective Date: This policy shall take effect immediately upon adoption by the Town Board of Pulaski.