



ACCESS TO PUBLIC RECORDS

Administration Policy #AD-01

Public records may be requested, inspected and copies obtained during normal business hours of Monday – Friday, 9:00 AM to 4:00 PM. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay.

The cost of photocopying records shall be \$.01 per side of page for black and white copies, \$.05 for color copies, with a 30-copy minimum for charges to apply (\$.25 per page for convenience copies). This has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Village of East Troy may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of employees. Per 19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

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