

TOWN OF GLENWOOD  
ST. CROIX COUNTY, WISCONSIN  
RESOLUTION NO. 2022-01  
**SETTING FEES FOR COPIES OF RECORDS**

The following fees for satisfying records requests under s. 19.35, Wis. Stats., are established:

- a. Actual cost of reproduction (copy or scan): \$0.25 per page
- b. Actual cost of research of record (a.k.a. "location fees"): \$25.00 per hour to locate the record, if it takes two or more hours
- c. Actual cost of shipping and mailing: Current postal rate

All other aspects of the Wisconsin State Statutes in this regard will be adhered to, including, but not limited to, the following:

- Requests costing \$5 or more to fulfill will require prepayment. (s. 19.35(3)(f), Wis. Stats.)
- The records custodian is not required to "create a new record by extracting information from existing records and compiling the information in a new format." (s. 19.35(1)(l))
- Reproductions of driver licenses and/or identification cards may not be released to requesters—even if redacted—per s. 343.43(f) and s. 343.50(12)(e), Wis. Stats.
- Permit access to its records upon at least 48 hours' written or oral notice of intent to inspect or copy a record; s 19.34(2)(b)1, Wis. Stats.

This resolution takes effect upon passage and posting at the Town of Glenwood Hall/Shop and on the Town of Glenwood website: [townofglenwoodstcroix.com](http://townofglenwoodstcroix.com)

Dated this 14<sup>th</sup> Day of March, 2022

  
\_\_\_\_\_  
Mark Maes, Town Chairman


Introduced: 03/14/2022

Adopted: 03/14/2022

Attest: Lori Obermueller

Lori Obermueller, Town Clerk

\_\_\_\_\_  
Rick Obermueller, Supervisor

  
\_\_\_\_\_  
Barry Peterson, Supervisor