

Town of Worcester  
Open Records Policy

To further the goal of having an informed public, Wisconsin's policy is to give the public "the greatest possible information regarding the affairs of government." Accordingly, the Public Records Law (Wis. Stat. 19.32-19.37) must "be construed in every instance with a presumption of complete public access, consistent with the conduct of government business." The statute further provides that "denial of public access generally is contrary to the public interest, and only in an exceptional case may access be denied. "The Wisconsin's Open Records Law provides that a record must remain open for inspection and copying unless:

1. There is a clear statutory exception to this requirement;
2. There exists a limitation on inspection and copying under the common law; or
3. On a case-by-case basis, a record custodian decides that the harm done to the public by disclosure of a record outweighs the public's interest in access to the record.
4. The Clerk/Treasurer will gather all or as much information as possible and reply to the person making the request.
5. The Clerk/Treasurer will work with the requester and the Town Board Members to schedule a date convenient to all involved and schedule a Town Board Meeting.
6. If the requester cannot make the arranged time, a 24-hour notice is required to the Clerk/Treasurer. A future date will be rescheduled that is convenient for all involved.

An authority receiving a record request must either fill the request or notify the requester of the authority's determination to deny the request in whole or in part, including specific reasons for the denial. Every written denial of a request by an authority must inform the requester that if the request for the record was made in writing, then the determination to deny the request is subject to review by mandamus or upon application to the Attorney General or a District Attorney. (See section 19.35 (4) (a) and (b), Stats.)"

Legal Custodian of Records: Town of Worcester Clerk/Treasurer

Location of Public Records: Town of Worcester Hall

Hours of inspection: By appointment only

Ways of Requesting Public Records and to Set Up an Appointment

- Phone: (715) 339-3430 to leave a detailed message of your request
- Email: [twnwor@outlook.com](mailto:twnwor@outlook.com)
- Mail: W6985 Springs Drive, Phillips, WI 54555

Any request will be acted upon within 10 business days of receiving the request, if at all possible and depending on the nature, size, and complexity of the request.

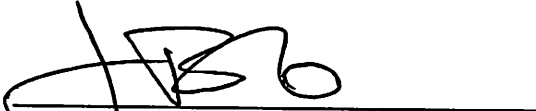
**Fees:** Copies will be made by the custodian or, at the discretion of the custodian, may allow the requester to make their own copies or photographs. There will be no fee for copies. For requests requiring postage, actual postage fees will be charged. Any request of documents 10 years or older, if available, will incur a \$14/hour location fee.

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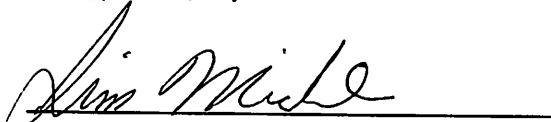
Approved this 18<sup>th</sup> day of October, 2022



Paul H. Precour, Chairman



Jeremy Desko, Supervisor



Jim Michler, Supervisor

Attest:



Roberta Reese, Clerk

Updated: 10/18/2022