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PUBLIC RECORDS POLICY		

# PUBLIC RECORDS

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## **Availability**

The public records of the Brown County Library (BCL) shall be available during the business hours of 9:00 a.m. to 5:00 p.m., Monday through Friday. It shall be the policy of BCL to respond to public records requests that are not overly complex or involved within ten (10) business days. BCL may require prepayment of fees prior to the production of records if the allowable actual, necessary and direct costs of compliance exceeds \$5.00. Public Records Requests shall be made to the Records Custodian listed above.

## **Public Record Fees Based on Actual, Reasonable, and Necessary Costs**

Black and White Photocopy Reproduction Fees - \$.25 per 8½" x 11" page.

Shipping and Handling Fees – actual, necessary and direct costs of shipping and handling.

Location Fees - Records which, in the view of BCL, will require equal to or more than \$50.00 in total location costs (including labor) will require prepayment of such actual, necessary and direct costs. Location costs less than \$50.00 may not be charged by the authority.

## **Records Available**

Generally, records relating to Library matters, including but not limited to, budget documents, financial reports, Library Board minutes, construction documents, feasibility studies, master plans, policies, etc. Due to the large volume of records under control of BCL, it is impractical to name each record.

This policy is issued and authorized by the Brown County Library Executive Director and approved by the Brown County Library Board of Trustees in accordance with Wisconsin's Public Records Law and Chapter 3, Section 3.18 of the Brown County Code of Ordinances entitled, "Access to Public Records." This policy shall be made available to the public, filed with the Corporation Counsel and the County Clerk, and posted in the Brown County Library.

As provided by sec. 43.30, Stats., public library patron and circulation records are exempt from inspection under this section. Additionally, personnel records are not open to the public.