

Town of New Hope, Portage County, Wisconsin
Patricia J. Zellmer
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Amherst Junction, WI 54407
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Town of New Hope Clerk's Public Records Notice

Pursuant to Wis. Stat. § 19.34

Public records of the Portage County Clerk's Office shall be available during normal business hours, Monday through Friday from 7:30 a.m. to 4:30 p.m. (except for holidays). The County Clerk's Office will respond to a public records request as soon as practical and without delay. With expansive requests, the Clerk's response to the request is expected to take more time.

The law permits the County Clerk's Office to impose fees for certain "actual, necessary and direct" costs associated with the responded to public records requests. Requests which exceed a total cost of \$5.00 may require prepayment and may be required to be made in writing. The County Clerk's Office will determine how records will be copied. Due to security concerns, we will not accept flash drives provided by the requestor.

Public Records Request Fee Schedule*:		
Hard Copies	Copying a paper record or printing an electronic record	\$0.25 per page
	Maps/Other large records	\$3.00 per page
Electronic Copies	Paper to Digital	\$0.07 per page
	Digital to Flash Drive	Actual Cost of Flash Drive
	Digital to Digital	Fee waived
Location Fees	The actual, necessary, and direct costs of locating records if it exceeds \$50	Total time for locating the records at the rate of hourly pay (including fringe benefits) of the lowest paid person capable of locating the records.
Shipping Charges	Shipment of Hard Copies or Electronic Copies	Actual Cost
* In rare instances, specialized skills, equipment, technology, or other requirements may result in additional or different costs. Such costs will be communicated prior to being incurred.		

Cash or check are the only payment methods accepted by the Town of New Hope Clerk's Office.

Dated this 7th day of August 2024

Patricia J. Zellmer
New Hope Town Clerk