

RECORDS ACCESS NOTICE

STATE OF WISCONSIN

Town of Merton, Waukesha County

The clerk of the Town of Merton, Waukesha County, Wisconsin, by this notice states that the clerk of the Town of Merton has been designated under s. [19.33](#), Wis. stats., as the legal custodian of records for the Town of Merton, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee.

The public may obtain information and access to records in the custody of the clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the town clerk or other appropriate legal custodian by completing an open records request form. There is a charge of 25 cents per paper copy and there could be a location charge depending on the request under s. [19.35](#), Wis. stats.:

The town clerk maintains regular office hours of 8 am to 4 pm., Monday to Thursday and 8 am to 3 pm on Friday, except legal holidays, at the Town Hall, W314N7624 Hwy 83, North Lake.

The Town requires 24 hours' advance written or oral notice of intent to inspect or copy a record to the town clerk.

Dated this 22 day of July, 2025.