Town of Poygan
Notice of Public Records Policy

The Board of the Town of Poygan under authority granted under Wis. Stat. 19.21 through 19.36 establishes the following Public Records Policy:

Designation of Custodians

The Town Board designates the Town Clerk to be the legal custodian of all records kept in the Town, except those kept by the Treasurer and Assessor. The Town Assessor is designated to be the legal custodian of assessment records and the Town Treasurer is designated to be the legal custodian of the Town's financial records.

Access to Records

Access to records for the purpose of either inspection or copying may be had by giving written notice to the legal custodian of the records, and it is further provided that the legal custodian shall have at least 48 hours to locate and make available the requested record. Appointments can be made by calling 920-685-0552 or clerk@townofpoygan.gov

Fees

- Photocopies – Black & White $0.25 per page, Color $0.60 per page
- Cost of providing requested records on durable electronic media – Cost of Device plus $0.10 per page
- Cost of content to be scanned and converted into electronic format - $0.10 per page plus time billed at $25 per hour
- Research Fee – Where records requested are not readily accessible, a research fee or $25 per hour will be charged.
- Locating Fee – If applicable, a locating fee may be charged to the requestor if the cost is more than $50, and will not exceed the actual, necessary and direct cost of location of requested records.
- For records to be shipped, the actual cost of shipping will be charged in addition to any copying, supplies and research costs.
- If the total charge for copying, mail and/or research exceed $5.00, prepayment of all charges will be required
- Voter registration records are subject to a separate fee schedule established by stature and administrative rule. Wis. Stat. 6.36(6), EL 3.50, Wis. Adm. Code.
    - The price is $25 plus $5 per 1,000 voter records, rounded to the nearest 1,000.
    - The minimum charge is $30 and the maximum cost is $12,500.
    - There is no charge for statistical information about voting (e.g., the number of registered voters in a municipality or the number of absentee ballots cast in a particular county during a particular election), unless the request would require creating a custom report.
    - Requests can go through the clerks office at the Town of Poygan or visit: https://badgervoters.wi.gov.

Signed: Marty Johnson Date: 3/20/24
Marty Johnson, Chairman

Attest: Beth Jackson Date: 3/20/24
Beth Jackson, Clerk