

**NOTICE OF PUBLIC RECORDS
FOR
THE VILLAGE OF SHERWOOD
SHERWOOD, WISCONSIN**

PUBLIC RECORDS: All records within the Clerk's jurisdiction are public records. Under Wisconsin statute 19.35, "Except as otherwise provided by law, any requester has a right to inspect any record." The Wisconsin Center of Public Representation says a record is any material that is written, recorded or preserved in any way by any governmental unit, state or local, and includes photographs, tape recordings, handwritten material and computer printouts, as well as typed and printed materials. Minutes, contracts, correspondence, accounting and payroll information, are public records. The public does have a right to information from personnel files such as birth dates, names, and addresses, hire dates, salary information. Except with the permission of the employee, performance evaluations, letters of discipline and medical records cannot be revealed. Assessment records, which include assessment cards, property transfer, etc., are public records, unless the revelation of these records jeopardizes the security of the home.

The public has the right to view such information upon oral or written notice. Records must be identified specifically by name, date, and/or content so as to facilitate retrieval. The Village Clerk/Treasurer or Finance Clerk must supply information as soon as practicable and without delay.

COST OF RECORDS:

- \$.25 per copy/page (black and white), \$.75 per copy/page (color)
- Labor costs will be charged if exceeding \$50.00.
- Cost of photographing uncopyable records or of duplicating audio or videotapes will be passed on to the requester. This cost shall include all processing and materials.
- If a copy of a record or printout is to be shipped, the actual cost of shipping will be charged in addition to the copying costs.
- The Clerk can request advance payment if copies exceed \$5.00.
- Real Estate Inquiry requests will be charged \$20.00. "Rush" inquiries will be charged \$30.

Thank you for your cooperation.

Randy Friday, Interim Clerk-Treasurer
Village of Sherwood