

NOTICE

OBTAINING INFORMATION AND ACCESS TO RECORDS WITHIN
THE CUSTODY OF THE VILLAGE OF GREENDALE

ORGANIZATION

The Village of Greendale is a municipal corporation organized and existing under the laws of the State of Wisconsin. The authorities, consisting of the officers, departments, boards, and commissions which comprise the structure of the municipal government of the Village of Greendale are set forth herein.

LEGAL CUSTODIAN

The following positions are the legal custodians of the records maintained by the authorities of the municipal government of the Village of Greendale.

<u>AUTHORITY HAVING CUSTODY OF RECORDS</u>	<u>LEGAL CUSTODIAN</u>
Board of Trustees	Each Trustee
Village Board	Village Clerk
Village Manager	Village Manager
Village Assessor	Village Assessor
Village Attorney	Village Attorney
Village Clerk-Treasurer	Village Clerk-Treasurer
Village Engineer	Village Engineer
Municipal Court	Municipal Judge
Department of Public Works	Director of Public Works
Police Department	Chief of Police
Fire Department	Fire Chief
Health Department	Health Officer/Director
Municipal Libraries	Library Director
Department of Building Inspection	Building Inspection
Board of Police & Fire Commissioners	Secretary of the Board of Police & Fire Commissioners
Board of Health	Health Officer/Director
Board of Appeals (Building Code)	Village Clerk
Plan Commission	Village Clerk
Board of Review (Real Estate Assessments)	Village Clerk
Board of Canvassers	Village Clerk
Library Board	Librarian

ACCESS TO RECORDS

Except as otherwise indicated, information, access to records, requests for records, and copies of records may be made or obtained from the designated legal custodian, during the hours of 9:00 AM to 12:00 PM, and 1:00 PM to 4:00 PM, Monday through Friday, except holidays, at the Greendale Village Hall, 6500 Northway, Greendale, Wisconsin. Those authorities and legal custodians having alternate locations or hours are as follows:

Police Department / Chief of Police 6600 Schoolway Greendale, WI 53129	9:00 AM to 12:00 PM 1:00 PM to 4:00 PM
Fire Department / Fire Chief 6200 West Loomis Road Greendale, WI 53129	9:00 AM to 12:00 PM 1:00 PM to 4:00 PM
Municipal Library / Village Librarian 5647 Broad Street Greendale, WI 53129	9:00 AM to 12:00 PM 1:00 PM to 4:00 PM
Health Department / Health Officer/Director 5650 Parking Street Greendale, WI 53129	9:00 AM to 12:00 PM 1:00 PM to 4:00 PM

INSPECTION AND COPYING OF RECORDS

1. Except as other wise provided by law, records may be inspected upon request.
2. The legal custodian may impose reasonable restrictions on the manner of access to original records which are irreplaceable or easily damaged.
3. In lieu of inspection, copies of records may be requested in writing or in person.

FEES

The following fees, plus sales tax and postage, as applicable, shall be paid for reproduction or transcription of records:

<u>RECORD</u>	<u>CHARGE</u>
1. Municipal Code Book	\$200.00 per volume
2. Certified Copy	\$3.00 plus basic copying charge
3. Real Estate Status Form	\$25.00 per property
4. Poll List	\$25.00 or \$20.00 per 1000 labels
5. Computer printout documents	25 cents per page
6. Photographs	\$1.00 per print (3 x 5) \$2.00 per print (5 x 7) \$4.00 per print (8 x 10)
7. Prints of engineer drawings / Plans	Cost of reproduction
8. Zoning Map	Small 50 cents; Large \$1.50
9. Oversized maps / Plans	Cost of reproduction
10. CD's or DVD's	\$25.00
11. Copies of all other documents	25 cents per page

Total fees, which exceed \$5, shall be paid in advance. Greendale government authorities may provide copies of a record without charge or at a reduced charge where such action is determined to be in the public interest. Copies will be provided without charge to government authorities or other entities which provide a reciprocal service to the Village of Greendale.

CHARGE FOR LOCATING RECORDS

The direct cost of locating a record will be charged to a requester when the cost is \$50.00 or more. The cost of locating a record will be calculated on the basis of the compensation paid to the municipal employee, locating the record, during the time required. When charged, the cost of locating a record shall be paid in advance, based upon an estimate by the legal custodian. A complete refund will be made when the cost of the search is not \$50.00 or more. When the cost of locating a record exceeds the amount, which has been prepaid, the balance of the charge shall be paid prior to providing access to requested record.

DATA COMPILATION / EXTRACTION

In response to requests, and except as required by law, municipal authorities and legal custodians will not create new records by extracting information from existing records and compiling the information in a new format.

Todd Michaels
Village Manager