

# TOWN OF ALDEN

## POLK COUNTY, WISCONSIN

Office: 715-248-7859 Fax: 715-248-7966 Public Works: 715-248-3714

---

### RESOLUTION # 1-2024

#### Establishment of a Public Records Policy

STATE OF WISCONSIN  
Town of Alden  
Polk County

**WHEREAS** The Town of Alden desires to be in full compliance with the Wisconsin Public Records law (Wis. Stat. 19.21-19.39), which grants the public the right to access records maintained by public authorities, including this municipality and

**WHEREAS**, the Town of Alden in Polk County Wisconsin has thoughtfully considered this requirement and has prepared a Public Records Policy that contains the required elements of compliance with the Wisconsin Public Records law and

**NOW THEREFORE, IT IS HEREBY RESOLVED** that the Board of Supervisors for the Town of Alden, Polk County Wisconsin adopts the attached Public Records Policy pursuant to (Wis. Stat. 19.21-19.39)

**BE IT FURTHER RESOLVED** that this procedure becomes effective upon passage and posting thereof.

Adopted this 12th Day of September 2024

Ayes	<u>5</u>
Nays	<u>0</u>
Abstain	<u>0</u>
Not voting	<u>0</u>

Keith Karpenski  
Keith Karpenski, Chairman

Ted Johnson  
Ted Johnson, Supervisor

Bruce Otto  
Bruce Otto, Supervisor

Gerald Anderson  
Gerald Anderson, Supervisor

Barry Ausen  
Barry Ausen, Supervisor

Attest: B. Bearson 9/12/24  
Bradley Bearson, Clerk

Public Records Policy for The Town of Alden,  
in the County of Polk, in the State of Wisconsin

**Purpose**

The purpose of this policy is to ensure that the Town of Alden complies with the Wisconsin Public Records Law (Wis. Stat. §§ 19.21-19.39), which grants the public the right to access records maintained by public authorities, including this municipality.

**Scope**

This policy applies to all employees, officers, and agents of the Town of Alden who are responsible for the creation, maintenance, and distribution of public records.

**Definitions**

- " Public Record: Any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority.
- " Requester: Any person who requests access to a public record, except a committed or incarcerated person unless the person requests inspection or copies of a record that contains specific references to that person or his or her minor children for whom he or she has not been denied physical placement, and the record is otherwise accessible to the person by law.

**Policy Statement**

1. Access to Records:
  - o All records of the Town of Alden shall be open to the public for inspection and copying, except as otherwise provided by law.
  - o Records will be available for inspection and copying during regular posted office hours by appointment only.
2. Record Requests:
  - o Requests should be as specific as possible to assist in locating the desired records.
  - o The Town of Alden will respond to requests as soon as practicable and without delay as required by law.

- o If a request is denied, the Town of Alden will provide a written statement of the reasons for denial and inform the requester of their right to review by mandamus (court action) or by application to the attorney general or a district attorney.

### 3. Fees:

- o A fee may be charged for the actual, necessary, and direct cost of copying a record. The fee for photocopying records will be \$0.50 per page.
- o If applicable, a fee may be charged for locating records if the actual, necessary, and direct cost to locate such records exceeds \$50.
- o A fee may be charged for the actual, necessary, and direct cost to mail or ship any copy or photograph of a record to the requester.
- o Requesters are required to pay all fees in advance if the total exceeds \$5.00USD
- o The Town may charge any other fees related to records requests permitted by law.

### 4. Exemptions:

- o Certain records may be exempt from disclosure under Wisconsin law. A requester will be informed of any exemptions from disclosure in the Town's response to their request.

### 5. Records Retention:

- o The Town of Alden will follow the Wisconsin Public Records Board's Municipal records retention schedule to determine how long records must be kept.
- o Records will be securely disposed of once they have met the required retention period unless a legal hold is in place.

### 6. Confidentiality:

- o Certain records may contain confidential information. As permitted by law, the Town of Alden will redact confidential information before providing access to the records

## 7. Designated Records Custodian

- The designated records custodian for the Town of Alden is the municipal Clerk or his/her designee. The custodian is responsible for receiving and processing all public records requests and ensuring compliance with Wisconsin's public records laws.

## 8. Review and Compliance

- This policy will be reviewed annually or as necessary to ensure compliance with state laws and regulations.
- Employees and officers of the Town of Alden will receive training on public records laws and this policy to ensure that all requests are handled appropriately.

### **Effective Date**

This policy is effective as of the date the town board of supervisors approves, publishes and posts it. This policy supersedes all previous policies related to public records.