



REDGRANITE POLICE DEPARTMENT

161 Dearborn Street / P.O. Box 500

Redgranite, WI 54970

Phone (920) 566-2820

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VILLAGE OF REDGRANITE - PUBLIC RECORDS REQUEST NOTICE

NOTICE OF PUBLIC RECORDS ACCESSIBILITY

(State Statute 19.34(1) Procedural Information)

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of such record as provided in Wisconsin Statutes 19.34.

The following Department Heads are designated as records custodians for their respective Department:

James Erdmann, Village President
Becky Streck, Village Clerk/Treasurer
Kyle Tarr, Police Chief
James Fredrick, Director of Public Works
Jeannie MC Beth, Library Director

As it is impractical to name every record available in each Department, only the Department and the Official Custodian for the records of that Department of the Village are listed above. If you are interested in a specific record please ask Village Clerk/Treasurer for assistance. If a search is necessary to locate such records, you will be so advised and may be charged for the actual, necessary and direct costs of said location if such costs total fifty dollars (\$50.00) or greater. For information on access limitations and withholding information, please refer to Wisconsin Statutes 19.36.

The cost of photocopying a requested record shall be one dollar (\$1.00) per page. Said cost has been calculated not to exceed the direct cost of reproduction. The Village can require pre-payment of any and all fees if said total fee exceeds five dollars (\$5.00). In addition, no copies shall be mailed to any applicant unless prior arrangements have been made with the Clerk/Treasurer for payment of postage.

All requests for records shall be met as soon as practicable and without delay; in most cases this will generally be less than ten (10) workdays. A request for Access to Public Records form may be provided, upon request, to aid in the description of the requested record. Public Record requests shall be submitted to the Clerk/Treasurer for review and distribution to the appropriate Department Head. The Administrative Offices for the Village are located at 161 Dearborn Street, PO Box 500, Redgranite WI 54970. The administrative Offices normal business hours are Monday through Friday 8:00 AM to 4:30 PM.