

Open Records Request Policy

The Town of Walworth recognizes that individuals may request certain records that are subject to the Open Record Law. Being as it may the Town of Walworth, Walworth County, Wisconsin here does adopt this Open Records Policy based on Wis. Stat. 19.31 (1):

1. Town of Walworth records are maintained by the Town Clerk. The clerk is the legal guardian of Town of Walworth records. All requests for such records must be filed with the Clerk.
2. Town of Walworth records are located at W6741 Brick Church Road, Walworth, WI 53184
3. Appointments to view or obtain records can be made with the Clerk. The Clerk requests a 48 hour notice of request. Every effort will be made by the Clerk to find an appointment time that fits the need of the requester.
4. The Clerk requires that if all possible a "Public Record Request" form be filed out prior to the appointment or during the appointment. While not required it will help both the clerk and the requester assess any fees that may apply and in some cases save search time for both parties.
5. Fees for copying and searching for records will be maintained and updated on the Town of Walworth fee schedule. Payment for copies will be made in advance. Payment for searches will require a deposit and the requester to state a maximum search time.
6. Those requesting records are subject to Wis. State Stat. 19.32. The purpose of the request does not need to be established pursuant to Wis. State Stat. 19.35
7. The request must be reasonably specific as to the subject matter and length of time involved. Wis. State Stat. 19.35 (1)
8. Continuing requests are not available. Each request must be filed separately. The Clerk will not honor a "standing order" request.
9. The Clerk must respond to the request in a reasonable about of time pursuant to Wis. State Stat. 19.35. "Reasonable" depends on the type of information requested, but the Department of Justice for the State of Wisconsin generally considers 10 days a good response time.
10. Requests for public record will be given a high priority by the Town of Walworth.

Adopted Tuesday, May 10, 2016 by Town of Walworth

Open Record Request Form

This request form is NOT required by law. You may orally request a record. You do not have to reveal your identity.

Please fill out any information that applies to the kind of record you are requesting. The more specific you can be the easier it will be to locate your record quickly.

Type of Record Requested _____
For example: minutes, agenda, tax bill, receipts, etc

Date of record _____

All information below is optional:

Name of requestor _____

How would you like to receive this record?

- ☐ Mail
- ☐ E-mail (if applicable)
- ☐ Fax
- ☐ Pick up in person

If you are requesting your item to be delivered to you, please list contact information below

In many cases copy fees or search fees may apply. Please indicate your maximum dollar amount.

For office use only:

Copy Fees	
Searching Fees	
Mailing or faxing fees	
Misc fees	
Total	

Adopted Tuesday, June 14, 2005 by Town of Walworth