



Respond to Lodi Office

December 13, 2005

Ms. Roxann Brue
Administrator, Clerk/Treasurer
Village of Arlington
200 Commercial Street
P.O. Box 207
Arlington, WI 53911

Re: Public Records Notice

Dear Roxann:

If I recall correctly, the Village does not have an "official" public records notice posted in your office. Pursuant to State law, the custodian of Village records is to have such a notice posted so that when people want to request records, they will know the process and the cost for obtaining those records.

Enclosed for your review, please find a copy of the proposed notice. Please review the notice, and if it meets with your approval, please post the notice in a conspicuous location in your office.

Very truly yours,

LATHROP & CLARK LLP


Paul A. Johnson

PAJ/mbc/cr

Enclosure

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LAW OFFICES

MADISON OFFICE
740 Regent Street, Suite 400
P.O. Box 1507
Madison, Wisconsin 53701-1507
(608) 257-7766
Fax (608) 257-1507
www.lathropclark.com

POYNETTE OFFICE
111 N. Main Street, P.O. Box 128
Poynette, Wisconsin 53955
(608) 635-4324
Fax (608) 635-4690

LODI OFFICE
108 Lodi Street, P.O. Box 256
Lodi, Wisconsin 53555
(608) 592-3877
Fax (608) 592-5844

Donald L. Heaney
Theodore J. Long
Ronald J. Kotnik
Jerry E. McAdow
David S. Uphoff
John C. Frank
Michael J. Lawton
William L. Fahey
Michael J. Julka
Jeffrey P. Clark
Kenneth B. Axe
David E. Rohrer
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Richard F. Verstegen
Shana R. Lewis
Joanne Harmon Curry
Josh C. Kopp
Todd J. Hepler
Carrie M. Benedon

Shelley J. Safer
Of Counsel

James E. Clark
(1920-2002)

*Admitted in Virginia and
Washington D.C.

PUBLIC RECORDS NOTICE

Description of Organization

The Village is a formally constituted municipal corporation. It is operated by the electors of the Village and a president and four trustees as provided by law.

Legal Custodian

The legal custodian of all records of the Village is the Village Administrator. The legal custodian is vested with full legal power to render decisions and to carry out the duties of the Village under the public records and property law.

Dates and Places

The public may obtain information and access to records of the Village and all subunits under it, make requests for records of, obtain copies of records during regular office hours at the Village office, 200 Commercial Street, Arlington, Wisconsin between the hours of 8:00 A.M. and 3:00 P.M. on all days other than holidays, Saturdays, and Sundays.

Methods For Obtaining Access

Any person requesting access to a public record of the Village or any sub-unit need not give his/her name or state the reason for his/her request. The request, however, must reasonably describe the requested record and contain a reasonable limitation as to subject matter or length of time covered by the record. While a request may be made orally, in order to be enforceable under the law, a request must be submitted to the legal custodian in writing. As soon as possible, without delay, and in accordance with any statutory timelines regarding notice to the record subject(s), the legal custodian will either fill the request or notify the requester of the decision to deny access, giving the specific reasons for that decision. If the request is in writing, the legal custodian will provide a written statement of reasons for denial and also inform the requester that the decision to deny access is subject to an action for mandamus.

Costs

A requester shall be charged a fee for the cost of copying and locating records as follows:

1. The cost of photocopying shall be \$0.25 per page or \$0.20 per page for two or more pages. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
2. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
3. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts, and audio- or videotapes, shall be charged.
4. If mailing or shipping is necessary, the actual cost thereof shall also be charged.

5. There shall be no charge for locating a record unless the actual cost therefor exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester.

6. The legal custodian shall estimate the cost of all applicable fees, and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.

7. Elected and appointed officials of the Village shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.

Local Public Office Positions

In accordance with Wis. Stat. §19.34(1), the following is a list of the positions of the authority that constitute "local public offices," as defined by the Public Records Law, as amended:

1. Village Trustees
2. Village President
3. Village Administrator
4. Village Assessor
5. Village Attorney