

Village of Rosholt Public Records Policy

In accordance with Chapter 19.34 of the Wisconsin State Statutes

The Village Clerk is the custodian of all records of the Village pertaining to Village Board matters and other legal records required by law to be maintained and kept by the Clerk. Any person may contact the Clerk's office for an appointment.

Records may be inspected during Usual Business Hours in the Clerk's office, however, Persons wishing to inspect records shall make written request to the Clerk on an open records request form provided by the clerk.

Village Clerk: Theresa Hartvig
Deputy Clerk: Cassidy Hubatch

Phone: 715-677-4510
E-Mail: rosholtvillage@wi-net.com

Usual Business Hours:

8:30 a.m. to 2:30 p.m.

Monday thru Friday of each business week excluding holidays.

Location & Mailing Address:

Village of Rosholt
101 S Main Street
PO Box 245
Rosholt WI 54473

Fees:

Inspection of Public Records	No charge
Photocopy (per one sided page)	\$0.25
Photocopy (per two-sided page)	\$0.40
Agenda	\$0.25
Board Minutes (per meeting)	\$1.00
DVD	\$1.50
Mailing Expenses	\$direct costs

**An annual subscription for mailed Agenda notices and Board Minutes may be purchased for \$15.00.

Request for Public Records

Date: _____

Name: _____

Address: _____

(If these records are to be mailed)

Date records are needed: _____

(Every effort will be made to fulfill your request in a timely manner.)

Records Requested: _____

X _____

(Signature of requestor)