



NOTICE OF PUBLIC RECORDS ACCESSIBILITY

(State Statute 19.34(1) Procedural Information)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.34, Wisconsin Statutes, and §3-3-4 of the Village of Little Chute Code of Ordinances.

The following individuals or designee thereof, shall be the legal custodian of records for their respective department:

General Village Records	Village Clerk Laurie Decker
Assessor's Records	Community Development Director Jim Moes
Village Financial Information	Finance Director Teri Matheny
Building Inspector Records	Building Inspector Brett Jensen
Fire Department	Fire Chief Mark Jensen
Police Department	Police Chief Erik Misselt
Public Works Department	Director of Public Works Jeff Elrick
Park and Recreation Department	Director of Park and Recreation Adam Breest

Requests to inspect public records may be made to the legal records custodian in his/her capacity as the Department Head at the Village of Little Chute, Village Hall, 108 W. Main Street or the Police Department at 200 W. McKinley Avenue.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. In some cases, records require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. An **Open Records Request Form** is available for written submission of an open records request.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.53(3)(f) a prepayment of such costs associated with an open records request in excess of \$5.00 may be required prior to processing such open records request.