

Motion:
 1st Holtzhausen
 2nd Garbisch

No: ___ Yes: 28

Absent: 1

Adopted:
 Lost:
 Tabled:

Number of votes required:
 Majority Two-thirds

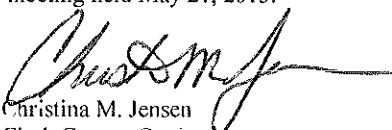
**Resolution # 13-5-13
 OPEN RECORDS REQUEST POLICY**

**RESOLUTION #26-7-04 IS REPEALED AND
 RECREATED TO READ AS FOLLOWS:**

| Clark Co Board Roll Call Vote | Y E S | N O | A |
|----------------------------------|-------------|--------|---|
| 1 Hochhalter | x | | |
| 2 Leichtman | x | | |
| 3 Schindler | x | | |
| 4 Wilcox | x | | |
| 5 Renderman | x | | |
| 6 Waichulis | x | | |
| 7 Klapatauskas | x | | |
| 8 Kodl | x | | |
| 9 Holtzhausen | x | | |
| 10 Kolzow | x | | |
| 11 Jalling | x | | |
| 12 Petke | x | | |
| 13 Bower | x | | |
| 14 Krempasky | x | | |
| 15 Ashbeck | x | | |
| 16 Hendrickson | x | | |
| 17 Rueth | x | | |
| 18 Froeba | x | | |
| 19 Haselow | x | | |
| 20 Dahl | x | | |
| 21 Rollins | x | | |
| 22 Kunze | x | | |
| 23 Boon | x | | |
| 24 Mitte | x | | |
| 25 Opelt | | | x |
| 26 Bakker | x | | |
| 27 Garbisch | x | | |
| 28 Neville | x | | |
| 29 Wesenberg | x | | |

1. WHEREAS, Clark County is a municipal corporate body in
2. the State of Wisconsin subject to Wis. Stats. §§ 19.31 –
3. 19.39 with numerous record custodians, such as elected
4. officials, county departments, county employees, and
5. committee chairpersons;
- 6.
7. WHEREAS, Clark County is dedicated to making available
8. the greatest possible information regarding the affairs of
9. government and the official acts of its employees.
- 10.
11. THEREFORE, BE IT RESOLVED, Clark County Board of
12. Supervisors hereby repeals Resolution #26-7-04.
- 13.
14. **All open record requests, with the exception of record**
15. **requests to law enforcement, shall be presented to the**
16. **record custodian or the Clark County Clerk, who shall**
17. **forward the request to the record custodian. With the**
18. **exception of record requests to law enforcement, a copy**
19. **of all record requests shall be kept by the Clark County**
20. **Clerk Requests shall be submitted from 8:00 AM to 4:30 PM**
21. **Monday – Friday except for legal holidays.**
- 22.
23. Requests shall be specific as to the subject matter and length
24. of time involved. Requests can be oral or in writing although
25. the request shall be in writing if the requester seeks action to
26. enforce the request. Requesters need not identify
27. themselves when making a request except to the extent
28. necessary for the record custodian to comply with the
29. request. Requesters do not have to state the purpose of the
30. request.
- 31.
32. **The records custodian shall provide a response, whether**
33. **providing the record as requested or denying the request,**
34. **as soon as practicable and without delay. Denial of a**
35. **request shall be specific, sufficient, and include a**
36. **statement that the denial is subject to review in mandamus**
37. **or by the local district attorney.**
- 38.
39. **The records custodian may charge the requester fee(s) for**
40. **all actual, necessary, and directs costs, including 1)**
41. **record location costs exceeding \$50.00; 2) reproduction**
42. **costs, including \$0.25 per page copy fee; 3) IT costs;**
43. **and/or 4) mailing costs. Prepayment may be required if the**
44. **total fees exceed \$5.00.**

I, Christina M. Jensen,
 Clerk for the County of Clark,
 hereby certify that this
 Resolution was adopted by the
 Board of Supervisors at the
 meeting held May 21, 2013.


 Christina M. Jensen
 Clark County Clerk,
 Neillsville, WI 54456

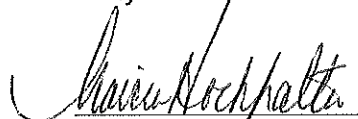
SEAL


EXECUTIVE COMMITTEE


Wayne Hendrickson


Joe Waichulis


Dave Holtzhausen


Marcia Hochhalter


Fritz Garbisch

FINANCIAL IMPACT STATEMENT:
(current year)

| | |
|--------------------------|---------|
| Projected new positions: | none |
| Anticipated revenues: | \$3,000 |
| Wages: | \$1,000 |
| All other costs: | \$2,000 |
| Space requirements: | none |

Reviewed by: _____,
Corp Counsel
Reviewed by: td _____,
Finance Manager

REQUEST FOR A PUBLIC RECORD

Date and Time of Request: _____

SPECIFIC REQUEST FOR A RECORD:

Department: _____

Name of record: _____

Explanation of the specific record and dates:

Requested Date and Time Desired: _____

Contact: *Optional Information*

Name: _____

Address: _____

Phone: _____

| |
|--|
| <p>DEPARTMENT USE DATE AND TIME OF COMPLIANCE: _____</p> |
|--|

Copy to be given to citizen as a receipt of the request.