



**NOTICE OF PUBLIC RECORDS ACCESSIBILITY**  
(State Statute 19.34(1) Procedural Information)

**Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.34 of the Wisconsin Statutes.**

**The following is the designated records custodian:  
Town Clerk or Town Administrator**

**As it is impractical to name every record, only the official custodian for the records of the Town is listed above. If you are interested in a specific record please ask the office staff of the Town and they will tell you which department has custody of that record. A Request for Access to Public Records form will be provided by the office staff to aid you in describing the requested record.**

**The cost of photocopying a requested record shall be twenty five cents (\$0.25) per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction. In addition to the copying cost, the Town reserves the right to charge the applicant for the time required to obtain the requested record, if it is determined that the cost to obtain such record is \$50.00 or greater. The Town can require pre-payment of the fees only if the fee exceeds \$5.00. The Official Custodian of the requested record, may provide copies of said record without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest. No copies shall be mailed to any applicant unless prior arrangements are made with the Town Clerk for payment of postage.**

**Public Records may be requested, inspected and copies obtained during the normal business hours of Monday through Friday, 8:00 am to 4:30 pm, at 1293 Washington Ave, Cedarburg, WI, unless records are determined to be elsewhere.**

**REQUEST FOR ACCESS TO PUBLIC RECORD:  
Town of Cedarburg, 1293 Washington Ave, Cedarburg, WI. 53012  
262-377-4509**