

## PUBLIC RECORDS NOTICE

STATE OF WISCONSIN  
Town of Pacific  
Columbia County

The Clerk of the Town of Pacific, Columbia County, Wisconsin, by this notice, states that the Clerk of the Town of Pacific has been designated under §19.33, Wis. Stats., as legal custodian of records for the Town of Pacific, except the following officials are custodians of the records in their possession:

1. Town Assessor: The Town Assessor is responsible for the assessment of real estate of the Town and maintains those records.
2. Town Building Inspector: The Town Building Inspector performs inspections and issues building permits and maintains those inspection and permit records.
3. Town Engineer: The Town Engineer provides engineering services and reviews plans and oversees projects/operations and maintains records relating to those matters.
4. Town Plan Commission: The Town's Plan Commission performs the various planning functions provide by statute and the Secretary of the Plan Commission maintains those Commission records.
5. Elected officials. The Town's elected officials are the custodians of their own records.

The public may obtain information and access to records in the custody of the Clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the Town Clerk.

The Town Clerk does not maintain regular office hours at the location where records of the Town are kept. The Town Clerk will permit access to Town records in the custody of the Clerk at the Pacific Town Hall upon at least 48 hours written or oral notice to the Town Clerk of the intent to inspect or copy a record. The Town Clerk's mailing address and phone number are as follows:

Ethel Smith  
N5483 State Road 51  
Pardeeville WI 53954  
(608) 742-5843

Records requests may be made orally or in writing. Written requests are appreciated in that they may assist with clarifying the request and often aid the Town in complying with the request. The Town has prepared a standard Public Records Request Form which may be used for this purpose

or requesters may use their personal stationery if they wish to submit a written request. Although visual inspections of public records during normal office hours are at no expense, an appointment may be deemed necessary.

**The Town may require prepayment for any requests expected to exceed \$5.00.**

Requests for records which are not readily accessible and require research to locate may be subject to a location fee. The cost of locating responsive records will be based on the hourly pay rate (including fringe benefits) of the person locating the records multiplied by the actual time expended to locate the records, plus other actual costs. Location fees will be assessed to the requester if the cost to locate the requested record or records is \$50.00 or more (§19.35(3)(c)) *Wis. Stats.*

All requests will be processed as soon as practicable and without delay. The Town charges \$0.25 cents per photocopied page. Copies other than 8 ½ x 11 and 8 ½ x 14 are at their actual cost. The actual cost of postage, courier or delivery services will also apply, if applicable.

Fees for responding to special assessment inquiries are set forth on the Town's Fee Schedule.

See §100-4 of the Code of the Town of Pacific for the full text of the Town's Ordinance covering public access to records. Also see the Town's Fee Schedule which sets forth other fees set by the Town.

Dated this 19th day of August, 2014

  
Ethel Smith, Town Clerk