

PUBLIC RECORDS NOTICE

WHEREAS, Lauderdale Lakes Lake Management District (hereinafter “LLLLMD”) is an “Authority” within the meaning of Wisconsin Statute Section 19.32 as same exists and may from time to time be amended, and

WHEREAS, LLLMD desires to provide notice to the public of its Public Records Policy and Procedures,

NOW THEREFORE LLLMD does resolve and notice to the public as follows:

I. **ACCESS TO RECORDS:**

Access to the public records in the custody and possession of LLLMD shall be provided in accordance with the provisions of Wisconsin Statute Section 19.32 through 19.37 as same presently exist (2007-2008 Wisconsin Statutes) or may from time to time hereafter be amended, it being the intent of this Notice and Resolution that amendments to said statutes shall be incorporated herein as amendments to this policy.

II. **CUSTODIAN OF RECORDS:**

The legal custodians of the records of LLLMD shall be as set forth in Wisconsin Statute Section 19.33, however, the Secretary of the District is designated as the custodian who shall be responsible for providing records in response to proper requests therefor. The Secretary may, if more expedient and efficient in his judgment, request that any other officer or employee of the District provide records in response to a request.

III. **OFFICE OF CUSTODIAN FOR PURPOSES OF OBTAINING RECORDS:**

The office of Lauderdale Lakes Lake Management District, N7498 Country Club Drive, Elkhorn, WI 53121, shall be the place to which records requests are directed and since LLLMD does not maintain regular office hours at that location, all requests for records shall be made in

writing addressed to the District Secretary and either hand delivered or mailed via U.S. Mail or other recognized mail carrier to the address above. The custodian, or designee, shall establish a period of time convenient to himself or his designee and the requesting party for the inspection or copying of said records. If said records are not located at the above address then such records shall be located and provided within a reasonable period of time following said request. If LLLMD does not maintain equipment for the copying or producing of any record, then the custodian may direct the requestor to perform the copying or production of the record under the supervision of the custodian or his designee at a facility appropriate for that purpose. Since the custodian does not maintain regular office hours, the custodian may require that all requests for records be reduced to writing.

IV. COSTS AND FEES:

Records which are provided shall require the requestor to pay the actual, necessary and direct cost of reproduction and transcription of such record as provided by statute. Further as provided by statute if it is determined by the custodian that the cost of locating a record will equal or exceed \$50.00, then the requestor may be required to pay the actual necessary and direct cost of location of such record. If a record is requested to be mailed the requestor may be required to pay the necessary and direct cost of mailing or shipping. If in the judgment of the custodian the costs or fees imposed above and as allowed by statute exceed \$5.00, the requestor may be required to prepay the costs and fees determined.

V. TIME FOR COMPLIANCE AND LIMITATION ON ACCESS:

Upon receipt of a request for records as set forth above, and as provided for by statute, a determination shall be made as soon as reasonably practicable to either fill the request or deny the request (Wisconsin Statute Section 19.35). If the request is denied notice of the reasons shall

be given to the requestor. Wisconsin Statute Section 19.32 through 19.37 and the common law of the State of Wisconsin interpreting same shall determine the limitations, if any, which may be placed upon any requests for records from the District.