

## NOTICE OF PUBLIC RECORDS ACCESSIBILITY

Information may be obtained from the Records Custodian at the Office of the City Clerk, City Hall, 137 High Street, Suite 1, Mineral Point, between the hours of 8:00 AM – 4:30 PM Monday – Friday, excluding holidays.

The following Department Heads are designated records custodian for their respective Department, general described as follows:

Debi Heisner, City Clerk-Treasurer  
Robert Weier, Police Chief  
Bryan Marr, Fire Chief  
Barb Polizzi, Library Director

All public records, which are not confidential or privileged, are available for public inspection and copying during normal business hours. Request for inspection should be made to the elected official or the department head listed above, or his designee, and may be either oral or in writing. If there is any public record or information which you cannot determine the location of, or if you need assistance in locating the person of department in charge of that record(s), the City Clerk will assist you with your inquiry.

A copying charge of \$.25 per page is applicable for each page that is copied or reproduced on City copiers. No copies shall be mailed to any applicant unless prior arrangements are made with the City Clerk for payment of postage. In some cases, such response costs may go beyond simple copying a requested record.

Any oral request for information may be denied orally and any written request will be denied in writing with a full statement of the reason(s) for such denial. Any person may request advice of the State of Wisconsin Attorney as to the right to inspect public records and property under any circumstances.

Records Custodian:  
Debi Heisner, City Clerk Treasurer  
Designee:  
Jodi Shemak, Deputy Clerk Treasurer

Note: For limitation upon access and withholding of information, see State Statutes Section 19.36.