



GRAFTON
QUALITY LIFE. NATURALLY.

VILLAGE OF GRAFTON

**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 a receive a copy of such record as provided in Wisconsin Statutes 19.34

The following Department Heads are designated as records custodians for their respective Departments:

Officials / Department Directors	Responsible Department
Jesse Thyges, Village Administrator	Administrator's Office
Paul Styduhar, Director of Administrative Services	Administrative Services
Kaity Olsen, Village Clerk	Clerk (Alcohol Licensing and Elections)
Amber Thomas, Director of Public Works/Engineer	Public Works Department
Charles Wenten, Chief of Police	Police Department
John Safstrom, Parks and Recreation Director	Parks and Recreation Department
John Hanson, Library Director	Library
Larry Roy, Operations Foreman	Water and Waste Water
Tom Johnson, Building Inspector	Inspection (Assessing) Department
Jessica Wolff, Director of Planning and Development	Planning and Development
William Rice, Fire Chief	Fire Department

As it is impractical to name every record available in each Department, only the Department and the Official Custodian for the records of that Department of the Village are listed above.

Public Records may be requested, inspected and copies obtained during the regular business hours of the various Departments as indicated herein:

Village Hall / 860 Badger Circle, Grafton, WI 53024
(Administration, Administrative Services, Clerk, Planning and Development and Inspection/Assessing)
8:00 a.m. to 4:30 p.m. Monday-Friday, excluding holidays

Grafton Police Department / 1981 Washington Street Grafton, WI 53024
8:00 a.m. to 4:30 p.m. Monday-Sunday

Public Works Department / 645 North Green Bay Road, Grafton, WI 53024

7:00 a.m. to 12:00 Noon / 1:00 p.m. to 3:30 p.m. Monday-Friday, excluding holidays

Parks and Recreation Department / 645 North Green Bay Road, Grafton, WI 53024

7:00 a.m. to 3:30 p.m. Monday-Friday, excluding holidays

Water and Wastewater Utility / 1900 Ninth Avenue, Grafton, WI 53024

8:00 a.m. to 4:30 p.m. Monday-Friday, excluding holidays

U. S. S. Liberty Memorial Public Library / 1620 Eleventh Avenue, Grafton, WI 53024

10:00 a.m. to 8:00 p.m. Monday-Thursday and 10:00 a.m. to 5:00 p.m. Friday

And 10:00 a.m. to 2:00 p.m. Saturday – Closed Sunday.

Grafton Fire and Rescue Department / 1431 Thirteenth Avenue, Grafton, WI 53024

8:00 a.m. – 4:30 p.m. Monday – Friday, excluding holidays

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 Village 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 Village 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 Village Clerk for payment of postage.

A Request for Access to Public Records form will be provided, upon request, to aid you in describing the requested record. Public Record requests shall be submitted to the Village Clerk's Office for review and distribution to the appropriate Village Department. The Village Clerk's Office is located at Village Hall, 860 Badger Circle, Grafton, WI.

REQUEST FOR ACCESS TO PUBLIC RECORD

Village Of Grafton
 Clerk's Office
 860 Badger Circle
 Grafton, Wi 53024

Requester Please Note: Under Wisconsin law a request for access to a public record “is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.” See Section 19.35(1)(h), Wis. Stat.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

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Requester Please Note: Under Wisconsin law a request for access to a public record may not be refused “because the person making the request is unwilling to be identified or to state the purpose of the request.” See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

Date of the Request:	
Name of Requestor:	
Address of Requestor :	
City, State, and Zip Code	

Purpose of Request

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To be completed by Legal Custodian of Requested Record

Date and Time Request Received:	Means of Delivery to Requester:
Action to be Taken: <input type="checkbox"/> Request Approved in Whole <input type="checkbox"/> Request Approved in Part * <input type="checkbox"/> Request Denied *	Date and Time Complied or Denied <i>Compiled</i> ___ <i>or</i> <i>Denied</i> ___
Name and Title of Legal Custodians (S) Acting Upon Records Request:	Amount of Fee Imposed on Requester: Amount Paid:

*Attach copy of any written statement of reason for partial compliance or denial by legal custodian.