

PUBLIC NOTICE
INSPECTION OF PUBLIC RECORDS State Statute 19.34 (1)

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

Information may be obtained from the Records Custodian at the Office of the Salem Town Clerk, Salem Town Hall, 9814 Antioch Rd., Salem, WI between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

The Town has various departments and offices as follows:

Town Administrator
Town Clerk
Treasurer
Building Department
Fire Department
Public Works Department
Utilities Department

All public records, which are not confidential or privileged, are available for public inspection and copying during normal office hours. Request for inspection should be made to the department/office listed above during normal office hours. The request may be either oral or in writing, but writing is preferred to be sure we understand the exact document you are requesting. In some cases, records may require retrieval and therefore may not be immediately available for inspection.

The cost of photocopying shall be \$.25 per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records requests.

Records Custodian:
Cindi Ernest, TOWN CLERK