

Grand Chute Police Department

PUBLIC RECORDS NOTICE



The Town of Grand Chute Police Department, Outagamie County, Wisconsin, by this notice, states the Chief of Police has ultimate authority and responsibility for oversight of the public records function of the Grand Chute Police Department. The Technical Operations Commander serves, at the direction of the Chief, as legal custodian of department records, as defined in §19.33, Wis. Stats.

All records, as defined in the agency's Records Management policy and §19.32(2), Wis. Stats., created or kept in connection with the official purpose or function of the Grand Chute police department, shall be open to inspection/release, with limited exception as outlined in Wisconsin Statute and department policy.

The public may obtain information and access to, make requests for, or obtain copies of records during normal Town business hours, which are:

Summer Hours (Memorial Day through Labor Day)

7:30 am – 4:00 pm, Monday through Friday, excluding legal holidays

Non-Summer Hours (Labor Day through Memorial Day)

8:00 am – 4:30 pm, Monday through Friday, excluding legal holidays

Procedure

- Requests for obtaining/inspecting records may be made orally or in writing and may be done in person, by mail, or by phone. Persons making records requests are not required to identify themselves or state the reason for the request.
- Requestors of records will be asked to complete a Request for Public Records form strictly for the purpose of assisting personnel in finding the record and tracking department compliance with the request. Refusal to complete the form will not result in denial of the request.
- All records requests must reasonably describe the records being requested.
- The department will respond to records requests as soon as practicable, as outlined in §19.35(4)(a), Wis. Stats.

Fees

The actual, necessary, and direct costs of reproduction of records will be assessed in accordance with the fee schedule established by the Town Board. A summary of those fees is:

Photocopies - \$0.25 per page*	Photograph Copies - \$3 per page*	Photos on CD - \$10*
DVD/CD/VHS copy - \$25*	Audio Cassette Copy - \$25*	Admin. Charge over \$50 labor threshold – prevailing clerical rate*

*Public Defender rates differ from standard rates

A complete fee schedule is available online (<http://www.grandchute.net/departments/clerk/municipal-code>) or can be requested at the Town Hall during regular business hours as listed above.