

Ordinance 1.54.1
Public Access to Records (R83.1.1)

THE VILLAGE BOARD OF THE VILLAGE OF PARK RIDGE ORDAINS AS FOLLOWS:

Section I. PUBLIC ACCESS TO RECORDS

1. Except as provided in Ordinance 1.54.3, any person has a right to inspect a record and to receive a copy of any record as provided in section 19.35(1), Wisconsin Statutes.
2. Records will be available for inspection upon at least 48 hours advance notice to the legal custodian of intent to inspect.
3. Copies of records will be provided upon 48 hours advance notice of request for copies.
4. The legal custodian may require supervision during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. A requester shall be charged a fee to defray the cost of locating and copying records as follows:
 - A. The cost of photocopying shall be 25 cents per page. Said cost has been calculated not to exceed the actual, necessary and direct cost of reproduction.
 - B. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 - C. The actual full cost of providing a copy of other records not in printed form on paper, such as films, computer printouts and audio or videotapes, shall be charged.
 - D. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - E. There shall be no charge for locating a record unless the actual cost therefore exceed \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester.
 - F. The legal custodian shall estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00.
 - G. Elected and appointed officials of the Village of Park Ridge shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - H. The legal custodian may provide copies of a record without charge or at a reduced charge where he or she determines that waiver or reduction of the fee is in the public interest.

Section II. EFFECTIVE DATE

This ordinance shall take effect upon passage and publication as provided by law.

Passed and adopted by the Village Board of the Village of Park Ridge on this first day of January, 1996.