

Village of Shorewood - Public Records Access, Notice & Fee Schedule

Pursuant to Wis. Stats. [§19.34\(1\)](#) and Shorewood Municipal Code Chapter [138 Records](#)

Updated: 8/15/24

Description of Organization: The Village of Shorewood is a municipal corporation organized under the provisions of [Ch. 61](#)

Release of Records - Time, Place, Custodian, and Alternative Custodian (in the Custodians absence):		
Police Department	4057 Wilson Drive	M - F, 8 a.m. - 4 p.m.
Police Chief Captain		
Public Works (water and sewer)	3801 Morris Avenue	M - F, 7 a.m. - 3:30 p.m.
DPW Director Alt - Ast. DPW Director		
Village Center	3920 Murray Avenue	
Library Library Director Alt – Ast. Library Director M-Th 9:30 a.m. - 8:00 p.m. F 9:30 a.m.-6:30 p.m.; Sat. 10:00 a.m. - 3:30 p.m. Sun 11:00 a.m. - 3:30 p.m., closed Sundays, after Memorial Day - Labor Day		
Senior Resource Center SRC Coordinator Alt - Program Assistant M-Th, 9 a.m. - 1 p.m.		
Village Hall	3930 Murray Avenue	
Clerk’s Office Clerk Alt - Deputy Clerk Elected official ¹ Board, Committee, Commission ¹ Village Assessor ² Village Engineer ² Village Attorney ² M - F, 8 a.m. - 4:30 p.m.		
Finance Department Treasurer/Finance Director M - F, 8 a.m. - 4:30 p.m.		
Municipal Court Municipal Judge Alt - Court Clerk T, W, 8 a.m. - 4:30 p.m.		
Planning & Development Planning & Development Director Alt - PDD Administrative Ast. M - F, 8 a.m. - 4:30 p.m.		
Village Manager's Office Village Manager Alt - Ast. Village Manager M - F, 8 a.m. - 4:30 p.m.		

of the Wisconsin Statutes. It is governed by a Village Board consisting of the Village President and (6) trustees elected by the citizens. Day-to-day operations are overseen by the Village Manager appointed by the Village Board and department heads/service directors overseen by the Village Manager.

Method of Request: Requests can be made verbally or in writing by phone, mail or electronically.

Custodians:

¹In accordance with [§138-3](#) Shorewood Code each elected official is the legal custodian of his or her records and the records of his or her office, but the official may designate an employee of the Village to act as the legal custodian of said records. Unless otherwise prohibited by law, the Village Clerk or the Clerk's designee shall act as legal custodian for the Village Board and for any committees, commissions, boards, or other authorities created by ordinance or resolution of the Village Board, including Village of Shorewood issued email addresses. In all other cases, the Village Manager and each Village department head of the Village government shall be the legal custodian for all public records emanating from, deposited with, and relating to the work of said office or department.

²The Village utilizes an independent contractor as its Village Assessor, Village Engineer and Village Attorney. This individual is not an “authority” for purposes of the open records law. Requests for engineering records that are normally maintained by the Village can be directed to the Clerk’s office and will be made available at Village Hall.

Fee Schedule:

Record Category:	Description:	Cost:
Paper	<ul style="list-style-type: none"> • Copying a paper record – per side (letter, legal, ledger size) • First 5 copies of personal information/month (ex. utility bill, tax bill). • Printing an electronic record 	<ul style="list-style-type: none"> • \$0.15 per page (color); \$0.50 library • \$0.10 per page (black and white) • FREE • Same as above. <p>In rare instances, specialized skills, equipment, or technology may result in additional copy costs.</p>
Electronic	<p>Records already in electronic format at the time of the request provided by:</p> <ul style="list-style-type: none"> • Email • Flash drive • Other electronic format • Scanning paper copies to electronic format • DVD 	<ul style="list-style-type: none"> • No charge • \$3.50 per 16 GB • Varied, actual cost • No charge for the cost of scanning and requiring staff to scan in all record requests provided, unless there are more than 20 pages or not feasible given the Village’s digital equipment • \$0.25
Photos		<ul style="list-style-type: none"> • If paper copy is acceptable - at rate above, if not at actual cost to reproduce.
Location Costs	<p>Costs are imposed if the cost of location alone is \$50 or more. The cost includes searching for and identifying responsive records. No charges will be assessed for redaction.</p>	<p>\$21.75 per hour</p>

<p>Postage</p>		<ul style="list-style-type: none"> • Actual cost
<p>Prepayment may be required if the cost of the request exceeds \$5.00. Wis. Stat. Sec. 19.35(3)(f).</p>		
<p>If a fee is otherwise specifically established or authorized to be established by law that is different than the rate listed above, such fee shall be charged in lieu or in addition to the fees stated above. Wis. Stat. Sec. 19.35(3)(a).</p>		
<p>Depending on the volume of records requested or the time to locate them, the record custodian reserves the right to make an estimate of the location time and number of records responsive to the request and to require a deposit before proceeding to fulfill the request when the estimate is more than \$5.00. The estimate will be provided in writing and any amount deposited over the actual cost will be refunded, or a deficit will be due, with an accounting of the expenses incurred.</p>		

- Records custodians are not obligated to produce the requested record in the requester’s desired format. *Grebner v. Schiebel*, 2001 WI App 17.
- Some records may be scanned/copied/photographed with personal devices at the discretion of the custodian if consent is provided to the protocols for this activity. Village of Shorewood reserves the right to prohibit scanning of fragile or delicate records that could be irretrievably damaged by excessive handling. In the situation, records will otherwise be made available pursuant to Wisconsin’s open records law.
- **List of local public offices defined and required by Wis. Stats. §19.34(1):** President, Trustee (6), Village Manager, Clerk, Judge, Finance Director/Treasurer, Attorney, Engineer, Police Chief, Assessor. Directors of: Planning and Development, Library Services, and Public Works (water and sewer); and Senior Resource Center Coordinator.

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