



POLICY 2025-04 (PUBLIC RECORDS POLICY)

PURPOSE: The purpose of this policy is to establish the public records policy for the Village.

A. INTENT

The purpose and intent of the following policy is to establish the public records policy for the Village. This policy does not apply to the Hobart-Lawrence Municipal Court, which has its own public records policy.

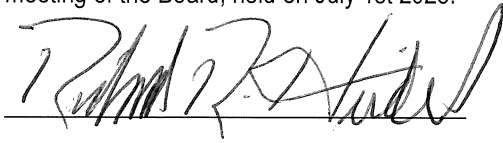
B. NOTICE OF AVAILABILITY OF PUBLIC RECORDS PER §19.34(1) WISCONSIN STATUTE

1. The Village of Hobart, Brown County, Wisconsin is an authority for the purpose of record keeping as defined in §19.34(1) Wisconsin Statutes.
2. Records, as defined by Wisconsin Statutes, are retained at the Hobart Village Office, 2990 South Pine Tree Road, Hobart, WI 54155 and may be accessed by the public, except as prohibited by law, during regularly established administrative business hours, excluding legal holidays. Requests for records may be made in person, either orally or in writing, by mail or by fax. Requests for records shall be processed as soon as practicable as outlined in §19.35(4)(a), Wisconsin Statutes.
3. In accordance with §19.33, Wisconsin Statutes, the Village Clerk is the Legal Custodian of the Village of Hobart's records, except in those instances where immediate possession may be with a department head.
4. The Village of Hobart is not required to purchase or lease photocopying, duplication, photographic or other equipment, or to provide a separate room for inspection, copying or abstracting of records.
5. The cost for photocopying records shall be applied per side of a page and follow the current Village Fee Schedule, 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 record 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 request.

C. EFFECTIVE DATE

This policy shall take effect upon ratification by the Hobart Board of Trustees.

This policy has been approved by the Board of Trustees of the Village of Hobart, Brown County, Wisconsin, at a regular meeting of the Board, held on July 1st 2025.

A handwritten signature in black ink, appearing to read "Richard Heidel", written over a horizontal line.

Richard Heidel, President, Hobart Village Board

Attest:

A handwritten signature in black ink, appearing to read "Lisa Vanden Heuvel", written over a horizontal line.

Lisa Vanden Heuvel, Village Clerk

A handwritten signature in black ink, appearing to read "Aaron Kramer", written over a horizontal line.

Aaron Kramer, Village Administrator