

## ORDINANCE ON RECORD COPYING AND SEARCH FEES

### ORDINANCE NO. 55 REVISED

THE TOWN BOARD OF THE TOWN OF FIFIELD DOES ORDAIN AS FOLLOWS:

1. PURPOSE. This ordinance is designed to set fees for reproducing town records under the public records laws of this state, including s. 19.35(3).
2. PHOTOCOPIES. The following charge shall apply to each photocopy made at the request of a person seeking information from the town:

Government entities that provide services within the town will be charged at the rate of \$ .25 per copy.

Any copy reproduced on Town equipment other than 8 1/2 " x 11" size paper will be charged \$ .50 per page. If any copy cannot be reproduced on Town equipment, then the copy will be produced by an outside copy service and will be charged at the legal rate shown above or the actual cost, whichever is greater.

3. PREPAYMENT. At any time that the record custodian becomes aware that copying fees exceed \$5.00, the custodian will demand prepayment. This may be waived by the custodian, at his or her discretion, if due to emergency, prior history of prompt payment by the requester, or upon legal advice received in accordance with the practice chosen.
4. SEARCH. The record custodian may provide records available for search by the requester, in the presence of the record custodian or a reliable designee of the record custodian, to protect Town records. In the event that the requester seeks to have the record custodian or any employee of the Town search for records, then the requester will be responsible to make payment to the Town at the rate of \$30.00 per hour for such time spent on the search to the extent that the charges exceed \$50.00; in that event, the requester shall pay such charges prior to being provided with any copies of records found as a result of such search activities.

Dated this 3<sup>rd</sup> day of June, 2025

Attested: Angie Richardson

William A Felch William A Felch Approved 6/3/2025, 2025

John Schroeder John Schroeder Posted 6/3/2025, 2025

David Ebert David Ebert Adopted 6/3/2025, 2025