

## REQUESTS FOR PUBLIC RECORDS

It is the stated intent of the Board of Trustees and all appointed officials of the Village of Lac La Belle to be in full compliance with village ordinances and associated state statutes related to our public records. Details related to public records and requests for public records can be found in our Village Ordinance 1.13.

Depending on the information being requested, there are a number of “custodians” of the village’s public records; the village clerk, village treasurer, village administrator, assessor, attorney and police chief. Members of the board of trustees also have an obligation to preserve their documents. If you have a question as to which of the custodians would have a particular record, please contact Lori Boyer, Village Clerk, at 262-569-6190 for assistance.

When a request is received, the custodian should contact you within 48 hours to confirm your request and give you an estimate of the costs you could be responsible for if a copy of the record is requested. Verbal requests are accepted, however written requests may help to assure that the specific requested document is provided. Please understand that we have limited staffing, so there could be a circumstance when the particular custodian may not be available to meet the 48 hour target to reply.

Once you and the custodian have agreed on the specific document being requested and the costs associated with fulfilling your request, please allow up to 10 business days for the record to be delivered to you. Should there be an urgent need for a particular record, the custodians will do their best to accommodate your request. Given the history and limited storage facilities for some of these records, please understand that additional time may be required to locate and copy some records.

A more detailed Public Records Notice, Village Ordinance 1.13 and all of our ordinances can be found on the village website.

Board of Trustees  
Village of Lac La Belle