

# Open Records Request

For general city open records requests you should complete the form below and email or mail it to the city clerk's office.

Email: [bvanclake \[at\] omro-wi.com](mailto:bvanclake@omro-wi.com).

Phone: (920) 685-7000

205 S. Webster Avenue

PO Box 399

Omro, WI 54963

For police department open records requests you should complete the form below and email or mail it to the police department's office.

Email: [sschafer \[at\] omro-wi.com](mailto:sschafer@omro-wi.com)

Phone: (920) 685-7007

205 S. Webster Avenue

PO Box 399

Omro, WI 54963

**Notice Regarding Public Records** Except as otherwise provided in §2.88.060 of the Omro Municipal Code and §19.36 Wis. Stats., any person has a right to inspect a record and to make or receive a copy of any record as provided in §19.35, Wis. Stats. and §2.88 of the City of Omro Municipal Code of Ordinances.

In accordance with §2.88.030 of the Omro Municipal Code and §19.33 of the Wis. Stats., Barbara Van Clarke, Clerk, shall act as the legal Records Custodian for the City of Omro as well as the designated custodian of all records of the common council and any such committees, commissions, boards or other authorities created by ordinance or resolution of the common council.

Requests to inspect public records may be made to Barbara Van Clarke in her capacity as City Clerk and Records Custodian, at the Omro City Hall, 205 S. Webster Avenue, Omro, WI 54963.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday, 8:00 AM to 4:30 PM. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. An Open Records Request Form is available for written submission of your open records request.

The cost of photocopying of records shall be .25 cents per side of page, 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.

The following individuals, or designee thereof, shall be the legal custodian of records for the corresponding offices or authorities:

General City Records	City Administrator/Treasurer- Brandon Hennes Clerk/Deputy Treasurer Barbra Van Clarke
City Assessor's Office	City Assessor Nick Marcks
City Attorney	Attorney(s) Lud Wurtz and John Blazel
Building Inspector	Martin Johnson
Police Department	Police Chief Joseph Schuster
Department of Public Works	Public Works Director Steve Bilkey
Water and Sewer Utility	Utility Account Clerk Jamie Kiesling

## Supporting Documents

open\_record\_request\_form.pdf 44.49 KB

police\_open\_records\_request\_form.pdf 1.53 MB