

RESOLUTION — 4-2024

NOTICE OF PUBLIC RECORDS ACCESSIBILITY (Wis. Stat. § 19.34(1))

**Town of Sand Lake, Burnett County, Wisconsin**

Except as otherwise provided by statute, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wis. Stats. §§ 19.34 to 19.36.

The Town Clerk is the custodian of public records for the Town of Sand Lake, Burnett County, Wisconsin. Public Records may be requested, inspected, and copies obtained at the Town Hall by appointment only and with 48 hours written or oral notice:

Sand Lake Town Hall  
5364 County Road X  
Webster, WI 54893

Record requests should be made to:

Town of Sand Lake Clerk  
P.O. Box 165  
Webster, WI 54893  
clerk@tn.sandlake.wi.gov

The Town of Sand Lake may bill record requestors at the current Burnett County Government Center rate for each photocopied page provided. This cost has been calculated not to exceed the direct cost of reproduction. The actual cost of any postage or delivery services may also be charged. In addition to copying costs, the cost of locating responsive records may be charged utilizing the same calculation as the Burnett County Government Center calculations. Requests may require prepayment. The record custodian may provide copies of requested records without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest.

All requests will be processed as soon as practicable and without delay. In most cases this will generally be less than ten (10) workdays, but may be longer depending on the details of the request.

Resolution adopted on this date: June 10, 2024

Vote recorded as: 3 Yes 0 No 0 Abstaining

Signature of Town Board Chair [Signature]

Signature of Town Board Clerk [Signature]