



TOWN OF WESTPORT

5387 Mary Lake Road • Waunakee, WI 53597
Office: (608) 849-4372 • www.townofwestport.org

NOTICE OF PUBLIC RECORDS ACCESSIBILITY (Section 19.34(1), Wis. Stats., Procedural Information)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.34 of the Wisconsin Statutes.

The following Department Heads are designated records custodian for their respective Department:

Dean A. Grosskopf, Administrator/Clerk-Treasurer

Robert C. Anderson, Utility, Finance, and Information Systems Manager

As it is impractical to name every record, only the department and the official custodian for the records of that department of the Town are listed above. If you are interested in a specific record, please ask the office staff of the Town and they will tell you which department has custody of that record. A Request for Access to Public Records form will be provided by the office staff to aid you in describing the requested record.

The cost of photocopying shall be twenty-five cents (\$.25) per page. This cost has been calculated not to exceed the actual, necessary, and direct cost of reproduction. No copies shall be mailed to any applicant unless prior arrangements are made with the Town Clerk for payment of postage.

Public Records may be requested, inspected and copies obtained during normal business hours Monday through Thursday, 8:00 am to 4:30 pm and Friday, 7:30 am to noon, at the Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, Wisconsin.