

NOTICE OF PUBLIC RECORDS AVAILABILITY & STATEMENT OF POLICY

COST OF RECORDS

Photocopying	\$.25 for each of the 1 st 5 pages \$.15 for each additional page thereafter	
Computer Printouts:	14 7/8 x 11	10¢ per page
	8 1/2 x 11 Laser copies	25¢ per page
MAPS -	Zoning, Ward and District Maps, TIF or Official Street Maps	\$8.50 each
	Small City Street maps are available at no charge	
	Copies of the Municipal Code	\$70
	Copies of the Zoning Chapter only	\$25 (unbounded)

The Municipal code is available on the City's web site: www.newlondonwi.org

If a copy of a record or printout is to be shipped, the actual cost of shipping will be charged in addition to copying or computer costs. Records which require more than \$50 of labor and materials to procure, will require two-thirds payment in advance, which is non-refundable. In cases where such intensive work (over \$50) is required to procure a record, the labor cost necessary to do so will be added to the copying or computer charge. Cost of photographing uncopyable records will be passed on to the requestor. This cost shall include all processing and materials.

Other media: Costs of producing copies of video or audio tapes, transcriptions of such media and any other requests will be determined at the time of the request and depends upon whether a blank tape or disc is provided to us. Cost will be the actual direct costs of producing a copy of the record unless labor to locate and copy the records are in excess of \$50.

Records are available as follows: As it is impracticable to name every record, only the department and the official custodian for that department of the City is listed. If you are interested in a specific record that is not listed, ask the staff in the City Clerk's office, and they will tell you which department has custody of that record.

Organization of the City of New London: The City is chartered under a Mayor/Council form of government. The Council has appointed a City Administrator to oversee operations not under the jurisdiction of separate commissions. An organizational chart and directory of Commissions and Boards is available from the City Clerk's office.

Officers of the City are as follows: (as of July 2005)

Kent Hager, City Administrator
 Earl Luaders, City Attorney
 Steve Thompson, Utility General Manager
 Kevin Wilkinson, Chief of Police
 Bart Roloff, Fire Chief
 James Villiesse, Clerk-Treasurer
 Jeff Bodoh, Interim Director of Public Works
 Chad Hoerth, Director of Parks & Recreation
 Paul Hanlon, Building Inspector
 Randy Zehms, Cemetery Superintendent
 Ann Hunt, Library Director
 Angie Seidl, Museum Director

RECORDS UNDER THE JURISDICTION OF	AVAILABLE FROM	LOCATION – TIME
Documents relating to the Board of Appeals, Board of Review, Common Council, Committees of the Common Council, Cable Commission, Cemetery Commission, general correspondence, financial records, contracts, elections, property assessment, cemetery lots & burials, Planning	City Clerk	Municipal Building 215 N. Shawano Street Weekdays 8 a.m. - 4:30 p.m.
Police & Fire Commission, police and arrest records	Chief of Police	Police Dept. 700 Shiocton Street
Building Construction, Moving, Plumbing, Electrical, Razing, Occupancy Permits	Building Inspector	Municipal Building 215 N. Shawano Street 8 a.m. - 4:30 p.m.
Fire Department Records	Fire Chief	Contact City Clerk
Housing Authority	Executive Secretary	Franklin Park Apts. 505 Division Street Weekdays 9 a.m. – 12 noon

Library & Museum	Director of Library Services	Public Library 406 S. Pearl Street Weekdays 9 a.m. – 5 p.m.
Utility Commission, records relating to the water and electric utility, its business operations and customers	Utility Manager	Utility Office 400 E. N. Water Street Weekdays 8 a.m. – 4:30 p.m.

Records Availability:

The following is a summary of the more extensive Open Records and Records Retention Policy, available upon request.

You may request a record verbally, and in most cases, if it is a document that is less than a year old a copy can be provided to you in less than a half hour. You need not tell us who you are or why you want the document.

Documents older than one year will take longer to locate, and we will give you an approximate time when you can pick it up.

Some documents may be quite large and will therefore, take some time to copy. If you wish the document mailed, we will do so but then you must provide us with an address. To assist you better we will ask you about what you want and why you want it, as to provide you with what you are actually looking for. You do not have to answer these questions.

In some cases, your request for a document may infringe on the privacy rights of other persons. In this case we are required to balance the need to know vs. the rights of others. This process requires time and in some cases notification to the other party that the information may or will be released and thus an opportunity for them to seek court action barring the release of this information. Should your request involve such matters you will be advised of the process and the progress of your request.

Assessment Information: As a service we will survey the various records and produce for you a report which includes assessment information, such as assessment and fair market value, the assessment ratio, lot size, zoning and special assessment information. The fee for this service at the counter is \$5, \$6.50 if mailed or faxed.

As an alternative, a copy of the special assessment card, and parts of the assessment folder can be made. If we make copies for you, we will not interpret the information on these documents. Tax information may be obtained from the County Treasurer, and a

Zoning map may be purchased. The County does not provide the City with copies of the tax bills.