

PUBLIC RECORDS ACCESS NOTICE  
CITY OF WEST BEND

Authority Description: The City of West Bend is a municipal corporation which serves as the government of the City of West Bend in Washington County, Wisconsin. The City of West Bend has various departments which are all considered to be authorities under the Wisconsin Public Records Law (Wis. Stats. §§19.31 – 19.39).

Records Custodian: The City Clerk is the legal custodian for all records of the Common Council and of all City boards, committees, commissions and the City Clerk's Office. The head of each City department is the legal custodian of all records for that department. However, the department head may designate the City Attorney or another qualified person in the department to act as the legal custodian when responding to a public records request. Information about those records may be obtained from and requests for access to or copies of public records should be directed to the head of the department holding the records, the City Clerk or the City Attorney.

Location and Hours: City of West Bend public records are available from the department holding the records and can be requested at that department during its regular business hours or at the City Attorney's Office or the City Clerk's Office located in City Hall at 1115 S. Main Street, West Bend, Wisconsin between the hours of 8:00AM and 4:30PM Monday through Friday, holidays excluded.

Limitations on Access: Although there is a presumption of complete public access to records consistent with the conduct of governmental business, a request may be denied in whole or in part for specific, sufficient reasons. An oral request may be denied orally. Denial of a written request will be in writing with a statement of the reason(s) for denial.

Fees: Fees will be collected for public record requests in accordance with the "Policy for Collection of Fees for Public Records Requests," a copy of which is available from the City Attorney's Office, the City Clerk's Office, the City's website ([www.ci.west-bend.wi.us](http://www.ci.west-bend.wi.us)) and most City departments.