

**CHAPTER II
PUBLIC RECORDS**

2.01 DESIGNATION OF PUBLIC RECORDS. The Town of Osborn recognizes and designates all of its records as defined by Wis. Stats. 19.32(2) as public records and documents subject to release, inspection and reproduction as required by law.

2.02 DESIGNATION OF THE OFFICIAL LEGAL CUSTODIAN OF THE RECORDS OF THE TOWN OF OSBORN

(1) Custodians. The Town Board designates the following individual as the official legal custodian of the public records of the Town:

Town Treasurer	All Tax Records
Alternate - Town Clerk	
Assessor	Assessment Records
Alternate - Town Clerk	
Town Clerk	All Other Records
Alternate - Town Chairperson	

(2) Responsibility. It shall be the responsibility of the individual and the possession of legal custodian to execute all duties and responsibilities of the Town pursuant to Wisconsin's Public Records and Property Law. In his/her absence, the alternate shall fulfill the duties of legal custodian. As the official legal custodian of the records of the town, the individual in this position shall be responsible to the Town for the timely response to any request for access to the public records of the city. The custodian shall be solely responsible for the release of the public records, the conditions under which records may be inspected, and the collection of costs for the location or reproduction of said records.

2.03 POWERS OF THE OFFICIAL LEGAL CUSTODIAN OF THE RECORDS OF THE TOWN OF OSBORN.

(1) Requests. All requests for the release, inspection and/or reproduction of public records of the Town shall be directed or referred to the Town's official legal custodian of said records.

(2) Power. The official legal custodian is hereby vested with full legal power to make all necessary decisions relative to the release, inspection and reproduction of public records and is further granted all authority necessary to carry out all duties and responsibilities required by either the Wisconsin Public Record and Property Law (Sec. 19.31-19.32 Wis. Stats.) or this ordinance.