

## **CONSOLIDATED KOSHKONONG SANITARY DISTRICT PUBLIC RECORDS POLICY**

This policy is provided pursuant to Ch. 19.34, Wisconsin Statutes. The public has a right to inspect and copy certain records under Wisconsin's Public Records Law, Ch. 19.31-19.39, Wis. Stats.

### **CKSD DESCRIPTION**

The Consolidated Koshkonong Sanitary District (CKSD) is located on the shores of Lake Koshkonong and the Rock River, providing sewer service for homes and commercial properties in the Towns of Albion, Fulton, Milton and Sumner in southern Wisconsin. The CKSD serves over 2,100 customers and has a Board of Commissioners that oversee the operations of the District. The CKSD is comprised of six legally organized town sanitary districts. The CKSD itself is a creature of a Wisconsin Intergovernmental Cooperation Agreement between and among these six town sanitary districts. This policy is only for the CKSD, and not for each of its constituent sanitary districts.

### **LEGAL CUSTODIAN OF RECORDS**

The office of the CKSD is located at 328 E. Ellendale Road, Edgerton, telephone number is (608)868-7191 and fax number is (608)868-5325. The Internal Operations Manager and Field Operations Manager are the legal custodians of the CKSD's records (E-mails are [llcksd@centurytel.net](mailto:llcksd@centurytel.net) and [dhcksd@centurytel.net](mailto:dhcksd@centurytel.net))

### **PROCEDURES TO FOLLOW TO REQUEST ACCESS TO RECORDS**

1. The CKSD requests that all requests for access to a public record be made in writing (for record keeping purposes) and be directed to the Internal Operations Manager and/or Field Operations Manager. The request for access to a public record must reasonably describe the record requested and must be reasonably limited as to the subject matter and/or length of time represented by the record.
2. Requests for access to, and inspection of, any public records may be made at the CKSD's Administrative Building; office hours are 8:00 am to 4:00 pm M-F, exclusive legal holidays. In addition, appointments may be made upon 24 hours notice. For best service, appointments are highly recommended but not required. As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, or deny the request in whole or in part for the reasons set forth below. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request.
3. A request may be denied if the particular document does not exist, is excepted by state law from the definition of a public record, is exempted from public access by state or federal law, or when the public interest against disclosure outweighs the public interest in disclosure. If the custodian denies a request, the requestor has a right to receive the denial in writing.

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4. Reasonable restrictions may be imposed on the manner of access to an original record if the record is irreplaceable or easily damaged.
5. The custodian may charge the actual, necessary, and direct cost of reproducing or transcribing a record. When the request calls for a copy of a record, and the record can be photocopied, the custodian may charge its standard fee of \$.50 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the custodian may charge the actual cost of creating a readily comprehensible copy. If the cost of locating a record or removing confidential information is greater than \$50, the custodian may charge the requester the actual, necessary and direct location or redaction cost. If the records are mailed to the requester, the custodian may charge the actual, necessary and direct shipping cost. The above fees apply except where a different fee is authorized by law. The custodian may request pre-payment if the total costs are greater than \$5. Please make checks payable to the Consolidated Koshkonong Sanitary District.

*Revised 04-13-16*