



OPEN RECORDS REQUEST PROCEDURE

Village of Wales
Waukesha County, Wisconsin

Written requests to inspect or receive copies of records can be submitted in person, faxed or mailed as follows during regular business hours of 7:30 a.m. to 3:00 p.m., Monday – Thursday and 7:30 to Noon on Fridays.

*Village of Wales
Gail Tamez-Clerk
P.O. Box 47
129 W. Main Street
Wales, WI 53183
262.968.3968 phone
262.968-5649 fax
administrator@villageofwales.gov*

Records that are readily available will be provided within 10 days. If a search is necessary to locate records which may delay the response, the requester will be notified. The following fees may be imposed upon a requester. Prepayment of fees may be required if the total amount will exceed \$5.

Location Fee – If a search is necessary to locate records and the cost exceeds \$50, a charge for the actual, necessary, and direct costs of location will be incurred.

Reproduction Fee – A photocopying fee of \$.25 per page will be imposed, along with actual, necessary, and direct labor expenses incurred in connection with copying the records.

Shipping or Mailing Fee – The actual, necessary, and direct costs of mailing or shipping any copies will be imposed.

Questions and requests should be directed to the Village Clerk at 262.968.3968.