



Irvin L. Young Memorial Library

Public Records Requests

The Legal Custodian of City of Whitewater records is the City Clerk, except in those instances where immediate possession may be with a department head. If you want information about, or desire access to, or copies of any public records, please complete the fillable Open Records Request Form and email to the City Clerk. All questions should be directed to the City of Whitewater Municipal Clerk's Office by telephone at 262-473-0102 or email City Clerk.

No cost will be charged for the inspection of available public records. There is no charge for the first 15 printed copies. However, you will be charged \$.10 for each additional page. Photos will be charged \$.75 and any Audio/Video will be charged \$1.00 per DVD. Postage will be based on the current rates. The cost of records review is based on the employee's time spent locating and reviewing records (if applicable) and will be charged if the cost exceeds \$50.00 and may require prepayment.

Library Director has been designated as the legal custodian of all public records maintained at the Irvin L. Young Memorial Library, except for Library financial records that are under the control of the City of Whitewater Financial Office.

The Irvin L. Young Memorial Library has normal service hours of 9:00 a.m. to 8:30 p.m. on Monday through Thursday, 9:00 a.m. to 5:30 p.m. on Fridays and 9:00 a.m. to 3:00 p.m. on Saturdays. Requests to inspect records or to receive copies of records should be made directly to the designated custodian at the Irvin L. Young Memorial Library during normal service hours or by mail or email addressed to the Library Director or the director's designee. Records that are readily available will be provided promptly. If a search by library staff is necessary to locate records, the requestor will be so advised and may be charged the actual, necessary and direct cost of location, if the cost exceeds \$50.

The photocopying fee is 10 cents per page. If mailing of records is requested, postal charges will be added to the copying charge. If the cost exceeds \$5, prepayment of all charges is required.