

ORD. AMDT. 18, 09-10

**AMENDING CHAPTER 16 OF THE DANE COUNTY CODE OF ORDINANCES,
REGARDING ACCESS TO PUBLIC RECORDS**

The County Board of Supervisors of the County of Dane does ordain as follows:

ARTICLE 1. Unless otherwise expressly stated herein, all references to section and chapter numbers are to those of the Dane County Code of Ordinances.

ARTICLE 2. Subsection 16.08(3) is created to read as follows:

16.08 ACCESS TO PUBLIC RECORDS. (3) If a request for inspection is made electronically, the county may respond to the request with electronic documents where appropriate.

ARTICLE 3. Subsections (1) and (6) of section 16.081 are amended to read as follows:

16.081 PROCEDURE FOR ACCESS. (1) Each authority shall adopt, prominently display, and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization and the established times and places at which, the legal custodian from whom, and the methods whereby, the public may obtain information and access to records in its custody, make requests for records, or obtain copies of records, and the costs thereof. The notice shall include the e-mail address of or website at which the legal custodian will accept electronic requests. For purposes of this section, the county's Dane County Board Office is the office of the individual members of the Dane County Board of Supervisors.

(6) A request is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.

ARTICLE 4. Subsections (7) through (11) of section 16.081 are renumbered, respectively, as (8) through (12) and a new sub. (7) is created to read as follows:

(7) A request may be made by written letter or electronically. A request may be made orally but a request must be in writing before an action to enforce the request is commenced under s. 19.37, Wis. Stats.