



CITY OF OAK CREEK PUBLIC RECORDS NOTICE

The City Clerk is the custodian of public records for the City of Oak Creek. Persons requesting public records may obtain access to or copies of the City's public records by making a request of the City Clerk during City Hall office hours, which are Monday through Friday, 7:30 a.m. to 4:00 p.m., except designated City holidays. Such requests should be made to:

Catherine A. Roeske
City of Oak Creek
8640 S. Howell Ave.
P.O. Box 27
Oak Creek, WI 53154

The City may bill requestors \$0.25 for each photocopied page provided. The actual cost of postage or delivery services may be charged. The cost of locating responsive records may be charged if it exceeds \$50.00 and will be calculated as hourly pay rate (including fringe benefits) of the person(s) locating records multiplied by the actual time expended to locate those records. Requests which exceed a total cost of \$5.00 may require prepayment. All requests will be processed as soon as practicable and without delay.

Revised January 2015