



Wisconsin law declares it public policy that all persons are entitled to the greatest possible information regarding the affairs of government. Public records shall be presumed open. Denial of access is generally contrary to the public interest and may only occur in exceptional cases. — Wis. Stat. § 19.31

LEGAL CUSTODIAN

Table with 2 columns: Field (Town Clerk, Email, Phone, Acting Custodian, Authority) and Value (Luke Huybrecht, clerk@winchester.wi.gov, 715-686-2123, etc.)

LOCATION OF RECORDS

Town Hall, 7228 CTH W, Winchester, WI 54557

ACCESS HOURS & ADVANCE NOTICE

Regular access period: Mondays, 10:00 AM – 1:00 PM
24-hour advance written or oral notice required to inspect or copy records during this period. — Wis. Stat. § 19.34(2)(b)2.
Outside access period: contact clerk to schedule an appointment; access permitted upon 48 hours’ written or oral notice. — Wis. Stat. § 19.34(2)(b)1.
Electronic records available by email where practicable — no appointment needed.

COPY FEES

Fees shall not exceed the actual, necessary, and direct cost of reproduction. — Wis. Stat. § 19.35(3)(a)
Fee schedule subject to adoption by Town Board and can be found at www.winchesterwi.com.
Fees may be waived or reduced where the custodian determines waiver is in the public interest. — Wis. Stat. § 19.35(3)(e)
No fee for inspection that does not involve copying.

LIMITATIONS ON ACCESS

Access may be limited only where: (1) a state or federal statute exempts the record; (2) a court has established a common law limitation; or (3) the public interest in withholding clearly outweighs the public interest in disclosure. Any denial will be provided in writing with the specific legal basis stated. — Wis. Stat. §§ 19.35–19.36

HOW TO SUBMIT A REQUEST

Requesters are not required to identify themselves or state the purpose of a request. — Wis. Stat. § 19.35(1)(i)

- In person at Town Hall during access hours or by appointment
• Email: clerk@winchester.wi.gov
• Mail: Town Clerk, 7228 CTH W, Winchester WI 54557
• Phone: 715-686-2123
• Online form at winchesterwi.com (encouraged, not required)

Note: While submission via the online form is not required, the Clerk’s Office will generate an internal electronic request record for tracking and recordkeeping purposes for every request received, regardless of how it is submitted. Records will be delivered electronically unless the requester specifies otherwise.

RESPONSE STANDARD

The custodian shall, as soon as practicable and without delay, either fill the request or notify the requester of the determination to deny, in whole or in part, and the reasons therefor. — Wis. Stat. § 19.35(4)(a)

Note: While 10 business days is not a statutory deadline, the Clerk’s Office will make every best effort to respond within that timeframe. If a request cannot be fulfilled within 10 business days, the requester will be notified with an explanation and an estimated completion date.

Records may not be destroyed after a request is received until the request is fulfilled, or at least 60 days after denial. — Wis. Stat. § 19.35(5)

REMEDIES FOR WRONGFUL DENIAL

A requester who believes access has been wrongfully denied may: (1) bring a mandamus action in circuit court; or (2) request the District Attorney or Attorney General to bring such action. — Wis. Stat. § 19.37(1)

If the requester prevails, the court shall award reasonable attorney fees, damages of not less than \$100, and other actual costs. — Wis. Stat. § 19.37(2)(a)

Questions: WI DOJ Office of Open Government — wisdoj.gov | 608-266-1221