

**RESOLUTION NO. 2025-016  
VILLAGE OF CALEDONIA**

**A RESOLUTION APPROVING THE ADOPTION OF  
A RECORD REQUEST FEE SCHEDULE**

The Village Board for the Village of Caledonia, Racine County, WI do resolve as follows:

**WHEREAS**, Section 3-3-4 (f) of Village Code of Ordinances provides specific fees that may be charged to requesters when a public records request is fulfilled by the Village, including costs for copying, mailing, and locating records, and when prepayment may be required; and

**WHEREAS**, Wis. Stat. § 19.35 and relevant case law identify a number of circumstances where a requester may be charged a fee for a public record; and

**WHEREAS**, the proposed record request fee schedule, attached hereto and incorporated by reference as **Exhibit A** (the “Record Request Fee Schedule”), schedules the common fees associated with public records requests fulfilled by the Village per the Village of Caledonia ordinances and Wisconsin state statutes.

**NOW, THEREFORE, BE IT RESOLVED** that the Caledonia Village Board approves the adoption of the Record Request Fee Schedule as presented.

Adopted by the Village Board of the Village of Caledonia, Racine County, Wisconsin, this 11 day of March, 2025.

**VILLAGE OF CALEDONIA**

By: Thomas R. Weatherston  
Thomas Weatherston  
Village President

Attest: Jennifer Bass  
Jennifer Bass  
Village Clerk

## Public Record Request Fee Schedule Village of Caledonia

<b>Hard Copies</b>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> <li>• Copying a paper record</li> <li>• Printing an electronic record.</li> </ul>	<p>\$ 0.25 per page</p> <p><i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p> <p><i>No charge for requests under \$0.50.</i></p>
<b>Electronic Copies</b>	<p>Includes any electronic records provided by:</p> <ul style="list-style-type: none"> <li>• Email • Flash drive • Other electronic format</li> </ul>	
	<p><b>Digital to Physical</b> Includes copying records already in digital format onto physical medium for distribution</p>	<p>Cost of physical medium:</p> <p>Flash drive (each): \$ 1.51 (2GB)</p> <p><i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
	<p><b>Digital to Digital</b> Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>No fee</p> <p><i>In certain instances, specialized skills or equipment, technology limitations, or other considerations may result in additional copy costs.</i></p>
<b>Location Fees</b>	<p>Location fees are assessed for searching and identifying responsive records.</p>	<p>\$ 20.00 per hour of staff time (minimum possible hourly rate).</p> <p><i>In certain instances, an employee with special skills may be needed to conduct a search. In these instances, a higher hourly rate may be assessed.</i></p> <p><i>No charge for location fee totals under \$50.00.</i></p>

*Prepayment will be required prior to the release of records for estimated fees over \$5.00.*

*Postage fees may be added when records are mailed.  
Fees may be waived or reduced at the discretion of the legal custodian.*

*This fee schedule does not preclude the Village from charging additional fees it incurs through third parties, those costs it incurs for assemblage, and any other allowable costs incurred by the Village that are not specifically scheduled above.*

*This fee schedule does not apply to the Caledonia Police Department  
nor the Caledonia Fire Department.*