

VILLAGE OF BIRCHWOOD

101 N. MAIN STREET
BIRCHWOOD, WI 54817

Notice of Records Access

Village of Birchwood, Wisconsin

Village of Birchwood, Washburn County, Wisconsin, by this notice states that the Clerk of the Village of Birchwood has been designated under s. 19.33, Wis. stats., as the legal custodian of records for the Village of Birchwood except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committees.

The public may obtain information and access to records in the custody of the Clerk or other appropriate legal custodian, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the Village Clerk or other appropriate legal custodian as follows:

The Village Clerk and/or Deputy Clerk maintain regular office hours of 8:00 A.M. to 4:00 P.M. Monday-Thursday and 8:00 A.M. to 1:00 P.M. on Friday. The Village of Birchwood is closed on Federal, legal holidays.

Records not available in the Village Hall include some records of Water Department, Sewer Department and Police Department. If these records are not available through the Clerk, assistance may be provided by employees of Public Works or Police Department.

Village Local Public Officer (indicated below): The public may obtain information and access to records in the custody of elected officials and chairpersons of committees of elected officials as the custodians of their own records of office, make requests for records, or obtain copies of records, and learn the costs of obtaining copies of records from the Village Clerk official or chairperson in accordance with the contact information designated as follows:

Local Public Office: Village President and four Village Trustees

Contact Information: Contact details available through the Village Clerk or Deputy Clerk at 715-354-3300