

VILLAGE OF NORTH BAY

PUBLIC RECORDS REQUEST FEE SCHEDULE



The Village Clerk is the only Village employee qualified to perform public records requests. The Village Board of Trustees requires payment of this fee, pursuant to Wis. Stats. §19.35(3)(c), and the Village will require prepayment pursuant to Wis. Stats. §19.35(3)(f).

Research will begin upon receipt of prepayment. If the requestor so requests, then upon conclusion of the research, the requestor will be provided a statement showing the actual time incurred in locating the documents, and if the actual time is less than the estimated hours, the difference will be refunded to you, and if the actual time is more than this estimated hours, the requestor will be charged for this additional location expense. Once the work begins, the Clerk reserves the right to further consider the estimate and may require an additional prepayment if it is determined that the initial estimate is inadequate to ensure the Village costs are covered.

Please submit all public records requests to the Village of North Bay.

Description	Fee	Deposit (Prepayment)
Record locating costs	\$25 per hour; Minimum fee \$10	Estimated fee
Copying (letter size, paper or digital copies)	\$0.25 per page	Estimated fee
Reproduction of legal or oversized documents (paper or digital)	Actual full costs	Estimated fee
Photographs (paper or digital)	Actual full costs	Estimated fee
Audio and/or Video Recordings	Actual full costs	Estimated fee
Mailing or Shipping	Actual full costs	Estimated fee

Note: The Village accepts checks only (checks made payable to The Village of North Bay)

Rev. 10.13.2025