



## NOTICE OF PUBLIC RECORDS ACCESSIBILITY

State Statute 19.34(1)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in Wisconsin Statutes 19.34.

Information may be obtained from the Records Custodian at the office of the City Clerk, City Hall, 100 State Street, Beloit, between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday, excluding holidays. City Council documents are on file at the office of the City Clerk.

The city is subdivided into various departments and offices. The City Council is elected. Following is a list of local public offices:

### Located at City Hall, 100 State Street:

City Manager	City Clerk-Treasurer
City Attorney	City Assessor
Department of Economic Development	Risk Manager
Human Resources Division	Accounting & Purchasing Division
Information Services Division	Municipal Court Administrator
Department of Community Development	
Police Department	
Department of Finance & Administrative Services	

### Other Locations:

Beloit Transit System	1225 Willowbrook Road
Engineering /Water Resources	2400 Springbrook Court
Fire Department Headquarters	1111 Church Street
Leisure Services	1003 Pleasant Street
Public Works: Parks/Streets/Solid Waste/Recycling	2351 Springbrook Court
Public Library	605 Eclipse Boulevard
Beloit Housing Authority	210 Portland Avenue

All public records which are not confidential or privileged are available for public inspection and copying during normal office hours. Request for inspection should be made to the department/division listed above during normal office hours, which vary by location, and may be either oral or in writing.

A charge of \$.25 per page is applicable for each page that is copied or reproduced on City copiers, which has been calculated to be the actual, necessary and direct cost of reproduction. Additional charges may apply according to City Ordinances and State Statutes depending on the volume of information requested. If there is any public record or information for which you cannot determine the location, or if you need assistance in locating the person or department in charge of that record, the City Clerk will assist you with your inquiry.

Any oral request for information may be denied orally and any written request will be denied in writing with a full statement of the reason for such denial.

Records Custodian:

Lorena Rae Stottler, City Clerk-Treasurer

Designees:

Jelene J. Ahrens, Deputy City Clerk

Revised 3/2021