



**Whitewater**  
PUBLIC LIBRARY

## **Public Records Requests**

The Library Director has been designated as the legal custodian of all public records maintained at the Whitewater Public Library, except for Library financial records that are under the control of the City of Whitewater Financial Office.

The Whitewater Public Library has normal service hours of 9:00 a.m. to 8:30 p.m. on Monday through Thursday, 9:00 a.m. to 5:30 p.m. on Fridays and 9:00 a.m. to 3:00 p.m. on Saturdays. Requests to inspect records or to receive copies of records should be made directly to the City of Whitewater Municipal Clerk's office by telephone at 262-473-0102 or by email at [cityclerk@whitewater-wi.gov](mailto:cityclerk@whitewater-wi.gov).

No cost will be charged for the inspection of available public records. There is no charge for the first 15 printed copies. However, you will be charged \$.10 for each additional page. Photos will be charged \$.75 and any Audio/Video will be charged \$1.00 per DVD. Postage will be based on the current rates. The cost of records review is based on the employee's time spent locating and reviewing records (if applicable) and will be charged if the cost exceeds \$50.00 and may require prepayment.