**PUBLIC RECORDS NOTICE**

PURSUANT TO SEC. 19.34(1), WISCONSIN STATUTE

The Town of Clayton Clerk's Office consists of the Town Clerk. The office can be found at 8348 Hickory Ave, Larsen WI 54947.

The legal custodian of records of the Town of Clayton Clerk's Office is the Town Clerk. Requests for records may be made during the normal business hours of the office, by phone at 920-836-2007, in person, by email to clerk@townofclayton.net, or in writing addressed to the above address. Responses to requests will be made per the requirements of Sec. 19.35(4)(a), Wisconsin Statutes.

Fees for photocopying documents are 25 cents per page. Additional fees may be charged to reflect the actual costs of other types of reproduction, or location of a document, where costs exceed $50.00, and for mailing or shipping expenses. Prepayment may be required for any requests for reproduction of documents where costs exceed $5.00.

 Kelsey Faust-Kubale, Clerk

 Town of Clayton

 8348 Hickory Ave

 Larsen, WI 54947

 920-836-2007