

(Placeholder for Marquette County Seal)

Marquette County Clerk
Ms. Kiley Lloyd
Marquette County Courthouse
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Marquette County Clerk's Public Records Notice

Pursuant to Wis. Stat. § 19.34 and Marquette County Ordinance Chapter 99.

Public records of the Marquette County Clerk's Office shall be available during normal business hours, Monday through Friday from 8:00 a.m. to 4:30 p.m. (except for holidays). The County Clerk's Office will respond to a public records request as soon as practical and without delay. With expansive requests, the Clerk's response to the request is expected to take more time.

The law permits the County Clerk's Office to impose fees for certain "actual, necessary and direct" costs associated with responding to public records requests. Requests which exceed a total cost of \$5.00 may require prepayment and may be required to be made in writing. The County Clerk's Office will determine how records will be copied. Due to security concerns, we will not accept flash drives provided by the requestor.

Public Records Request Fee Schedule*

Type	Description	Fee
Hard Copies	Copying a paper record or printing an electronic record	\$0.25 per page
	Maps/Other large records	\$5.00 per page
Electronic Copies	Paper to Digital	\$0.07 per page
	Digital to Flash Drive	Actual Cost of Flash Drive

Type	Description	Fee
	Digital to Digital	Fee waived
Location Fees	The actual, necessary, and direct costs of locating records if it exceeds \$50	Total time for locating the records at the rate of hourly pay (including fringe benefits) of the lowest paid person capable of locating the records.
Shipping Charges	Shipment of Hard Copies or Electronic Copies	Actual Cost

* In rare instances, specialized skills, equipment, technology, or other requirements may result in additional or different costs. Such costs will be communicated prior to being incurred.

Cash or check are the only payment methods accepted by the County Clerk's Office.

Dated this 16th day of June 2026

Kiley Lloyd
Marquette County Clerk