

Open Records Request Form

Records may be requested, inspected and/or copies obtained during the regular business hours of the Records Custodian. In some cases, records may require retrieval and may not be immediately available for inspection. Every effort will be made to respond to your request as soon as practicable and without delay, but please allow 10 business days for information to be researched if necessary.

The cost of photocopies is \$0.25 per page, which has been calculated to be the actual, necessary and direct cost of reproduction. In cases where the actual costs go beyond simply copying a requested record, the Records Custodian may charge for any and all associated costs to comply with the request, up to and including applicable shipping, mailing, and the hourly wages/benefits associated with the retrieval of the records. Per Wis. Stats. 19.35(3)(f), a prepayment of such costs in excess of \$5.00 may be required prior to processing the request.

Please complete the following to request inspection or photocopies of public records.

Requestor's Information – Please Print

Step 1. Please provide name and address. Not required if records will be picked up from Custodian.

Name: _____

Address: _____

Step 2. Please check the box next to the method by which you wish to be notified when your request is ready.

Phone: _____

Email: _____

Step 3. Please indicate how you wish to retrieve the records.

I would like the records mailed.

I will pick up the records I've requested. (Records will be available for 10 days following notification.)

I would like the records emailed/faxed to the following: _____

Please list the documents you are requesting:

OFFICE USE ONLY:

Date Stamp When Received

Time Received: _____ AM / PM

Received By: _____

RECORDS CUSTODIAN USE ONLY:

Request Denied

Request Approved

Reason Denied: _____

Date Completed: _____

Date & Time Notified: _____

Date Distributed (mail or picked up): _____

Notes: _____
