



# OPEN RECORDS REQUEST

Pursuant to Wisconsin's Open Record Act – Wis. Stat. 19.21-19.39

Date of Request \_\_\_\_\_

Person Receiving Request \_\_\_\_\_

Requestor's Name \_\_\_\_\_ Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_  
*(Requestor need not provide this unless required in accordance with specific provisions of the Wisconsin Open Records Act)*

Received by:  Mail  In person  Phone  Fax  Email  Other \_\_\_\_\_

### Description of Record Requested (be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### FEES

- Pursuant to Wis. Stats. 19.32(3)(c), the City will impose a fee to cover actual and direct cost to locate and provide any records for requests that exceed the statutory threshold of \$50 to provide. The Clerk will notify you if your request is likely to exceed the statutory threshold.
- Copies of records are provided at a cost of \$.25 per page.
- Copies of engineering plans, drawings and specifications will be actual costs for reproduction.
- The actual, necessary and direct search fees *if* they exceed \$50.00. Search fees shall be charged at the rate the hourly pay rate of lowest paid employee capable of performing the search. In the event it is necessary to use non-clerical personnel in the search, their time will be charged at their existing hourly rate plus benefits.
- The actual necessary and direct cost for mailing.
- When the estimated and/or actual charges exceed five dollars, the Clerk shall require payment in advance.
- The legal custodian may provide copies of the record without charge or at a reduced charge if he or she determines that waiver or reduction of the fee is in public interest.

*Office Use Only* No. of copies \_\_\_\_\_ Fee Charged \_\_\_\_\_ Date paid \_\_\_\_\_

How Distributed to Requestor:  Mail  In person  Phone  Fax  Email  Other \_\_\_\_\_

Request Approved:  Yes  No Authority Signature: \_\_\_\_\_