



Administration Department
300 N. Pine Street, Burlington, WI, 53105
(262) 342-1161 – (262) 763-3474 fax
www.burlington-wi.gov

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 \$.50 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 of \$17.59 per hour. 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: \_\_\_\_\_

WE WILL CONTACT YOU WHEN YOUR REQUEST IS READY. Please allow up to 10 days.