



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 legal custodian of records 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 legal custodian of records 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: _____