



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. 19.35(3)(a) An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.

- Copies of Records - \$0.25 per page. If the estimated and/or actual charges exceed \$5.00, pre-payment is required.
- Costs associated with locating records will be charged if they total \$50.00 or more. Locating fees shall be charged at the hourly pay rate of the lowest paid employee capable of performing the search. Notification will be provided to the requestor prior to the charge.
- Copies of engineering plans, drawings and specifications will be actual costs for reproduction.
- The actual necessary and direct cost for mailing.

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: _____