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Office of the City Clerk

REQUEST FOR ACCESS TO PUBLIC RECORDS

REQUESTER, PLEASE NOTE: Under Wisconsin law, a request for access to a public record “is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request.” See Section 19.35(1)(h), Wis. Stats.

SPECIFIC DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR REPRODUCED:

WHAT IS THE TIMEFRAME OF THE RECORDS YOU ARE REQUESTING? _____ yr/mth

WHAT IS YOUR PREFERRED WAY TO ACCESS INFORMATION:

View records Email Copy Fax Mail Portable device

REQUESTER, PLEASE NOTE: Under Wisconsin law, a request for access to a public record may not be refused “because the person making the request is unwilling to be identified or to state the purpose of the request.” See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis.

NAME OF REQUESTER: _____

TELEPHONE: (H) _____ (C) _____

EMAIL: _____ FAX: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SIGNATURE OF REQUESTER: _____

FOR OFFICE USE - DATE RECEIVED IN THE CLERK'S OFFICE: _____