



11333 N. Cedarburg Road  
Mequon, Wisconsin 53092  
Phone (262) 236-2911  
FAX: (262) 242-9655

**OFFICE OF THE 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:**

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**WHAT IS THE TIMEFRAME OF THE RECORDS YOU ARE INTERESTED IN? \_\_\_\_\_y/m**

**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: \_\_\_\_\_

DATE REQUEST RECEIVED IN THE CLERK’S DEPARTMENT: \_\_\_\_\_