

REQUEST FOR ACCESS TO OR COPY OF PUBLIC RECORD

TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD:

Description of the record(s) to be inspected and/or a copy made:

Please note: Under state 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 of length of time represented by the records does not constitute a sufficient request."

[19.35(1)(h), Wis. Stats.]

Name of Requester:

Mailing address of requester:

Please note: 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." [19.35(1)(l), Wis. Stats.] You are being asked to provide the information called for on a voluntary basis. Thank you.

TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

Municipal department, office or work unit receiving request:

Date and Time request received:

Date and Time Action Completed:

Action taken on request:

Approved Approved in part and denied in part Denied

Please attach copy of any statement denying access to, a copy of, or information contained in any public record covered by this request.

Amount of any fee paid by requester:

Name and Title of legal custodian or deputy acting on request:

• **3.085 - Access to public records.**

(1)

All official records created, kept and maintained for the city by its officers, departments and agencies are hereby declared to be public records available for public inspection and copying during regular business hours, except as follows:

(a)

Records and minutes resulting from closed meeting sessions which are not approved for general publication by the mayor, city administrator or city attorney.

(b)

Police investigative reports and evidence accumulated for ongoing police investigations and police business.

(c)

Any records prohibited from public dissemination in accordance with state or federal laws.

(d)

Those records exempted pursuant to § 19.35, Wis. Stats. or other applicable law.

(2)

The city clerk-treasurer is authorized to charge the following fees for copying of public records:

(a)

Twenty-five cents per page of copied public records for letter size and legal size. Costs will be adjusted for large size copies or other materials.

(b)

Actual salary expenses per hour or portion thereof administrative time for research of public records.

(Code 1992, § 3.085; Ord. No. 1006-0698, § 1, 6-16-98)

State law reference— Public records generally, § 19.35, Wis. Stats.

PUBLIC RECORDS REQUESTS

The City of Sturgeon Bay is happy to comply with Wisconsin State Statutes relating to public records requests.

In order to provide efficient service, the following guidelines should be followed: All public records requests should be submitted through the office of the City Clerk. Those requesting a public record are asked to complete the form provided "*Request For Access To Or Copy of Public Record.*"

Requests will be made available as soon as practical and without delay.

NOTE: The public records law does not require an authority to create a new record by extracting information from existing records and compiling the information in a new format.

Costs associated with public records requests are as follows:

* Twenty-five cents per page of copied public records for letter or legal size.
(Larger document costs will be adjusted accordingly.)

* Actual salary expenses per hour or portion thereof administrative time for research of public records.

For your convenience, a table is located by the front bulletin board to examine records.