

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
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Municipal department, office or work unit receiving request:

Date and Time request received:

Date and Time Action Completed:

Action taken on request: