



# Open Records Request Form

Please fill out this form if you are requesting an inspection or photocopies of public records.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday, 8:00 a.m. to 4:30 p.m. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary, and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35 (3)(f) a prepayment of such costs associated with an open record request more than \$5.00 may be required prior to processing such open records request.

## REQUESTER'S INFORMATION (Please Print)

Name: \_\_\_\_\_  
First Name Middle Initial Last Name

Group: \_\_\_\_\_  
Company Name or Group Affiliation

Address: \_\_\_\_\_  
Street Name or P.O. Box Number  
 \_\_\_\_\_  
City State ZIP

### Preferred Contact Type:

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Document to be:  Picked Up  Mailed  E-Mailed

Document(s) Requested: \_\_\_\_\_  
Attach additional sheets if necessary

Reason Requested: \_\_\_\_\_

Acknowledgement that Requester Inspected or Received a Copy of Document(s) Requested: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

## MUNICIPAL RECORDS USE

Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Date completed: \_\_\_\_\_

Access to Documents  Approved  Denied

Records custodian: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

Remarks/Actions: \_\_\_\_\_

*Please allow 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available for your inspection or release. Records will be available for 7 days from completion contact date. Any information given orally or in writing by Village Officials may be subject to errors or omissions and shall not be a binding liability upon the Village of Little Chute.*