



## Open Records Request Form

Public Records may be requested, inspected, and copies may be obtained Monday through Friday from 8:00 a.m. to 4:00 p.m. In some cases, requests will require research and retrieval and therefore the records may not be available for immediate inspection or copy.

Be advised that an open records request does not need to be submitted in writing; however, for the sake of clarity and efficiency we request this form be filled out for each request. If the requester refuses to fill out the form the staff member receiving the request will require the information listed below.

Requested Records (be specific):

---

---

---

Requested records dates: \_\_\_\_\_

### How would you like to receive the records?

Mail - Please provide a mailing address

---

Email – Please provide an email address

---

Pick up in the Clerk’s Office – located at 100 Main Street, Suite 200 (2<sup>nd</sup> Floor), Menasha, WI

Contact Phone Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Please allow 5 working days for information to be researched. Your request will be given priority and you will be notified via phone as soon as the records requested are available.**

### Fees

\$0.05 per 8 1/2x11 B&W page (1x.05) \$ \_\_\_\_\_

\$0.13 per 8 1/2x11 Color Page (1x.13) \$ \_\_\_\_\_

Tapes or Other Media (actual cost) \$ \_\_\_\_\_

Postage \$ \_\_\_\_\_

#### Administrative

§19.35(3) (c): labor costs over \$50.00 \$ \_\_\_\_\_

TOTAL \$

**\*\*If anticipated cost is less than \$50.00 there is no pre-payment required. If anticipated cost is greater than \$50.00 pre-payment is required and will be adjusted when actual cost is determined.**

### - FOR OFFICE USE ONLY -

Printed name of Staff receiving Request

Date received

Signature of Staff Receiving Request