

TOWN OF NAMAKAGON

Open Records Request Form

Request: A request to inspect or copy a record shall be made to the legal custodian. A request shall be 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 under Wis. Stats. §19.35(1)(h). A request may be made orally but a request must be in writing before an action to enforce the request is commenced under Wis. Stats. §19.37. Each custodian, upon request of any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's determination to deny the request in whole or in part. Submit open records request to the Town Clerk in person or by mail: Town of Namakagon, 23845 County Hwy M, Cable, WI 54821.

Access: Records will be available for inspection and copying during normal business hours Monday – Thursday, 9:30 a.m. – 2:30 p.m. The legal custodian may require supervision during inspection or may impose reasonable restrictions on the manner of access to an original record. 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 practicable and without delay.

Fees: The cost of photocopying shall be provided in Town of Namakagon Ordinance 56-21 Access and Maintenance of Town Records, and the Town of Namakagon Comprehensive Fees Schedule. The actual cost shall be charged for providing a copy of other records not in printed form, such as films, computer printouts and audio or video-tapes, shall be charged. If mailing or shipping is necessary, the actual cost thereof shall also be charged. The actual cost of location of records will be charged; however, there shall be no charge for locating of records unless the actual cost exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requestor. The legal custodian will estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00. The basic fees, as established by Town of Namakagon Ordinance 56-21 are attached for reference.

Limitations: As provided by Wis. Stats. §19.36, certain records are exempt from inspection. You will be notified if your request cannot be fulfilled because of its exempt status.

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”, Wis. Stats. §19.35(1)(i). You are being asked to provide the information called for on a voluntary basis and to better serve your request. Further, a request for access to a public record may not be refused if received by mail, unless prepayment of a fee is required.

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REQUESTOR'S INFORMATION (Please Print)

Date of Request: _____

Requestor's Name/Affiliation:

Address:

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Other Contact Information: _____

RECORDS REQUESTED – Please be specific and describe the records being requested with dates noted, if necessary. Attach additional pages if required.

CIRCLE ONE: Pickup or Mail or Email or Fax Information

Additional Information or Comments:

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OPEN RECORDS REQUEST AGREEMENT:

I agree to pay the costs of photocopying, duplications, and labor costs involved in retrieving information that is not readily available, and the cost of mailing or faxing. In the event the estimated charges exceed \$5.00, I agree to make a deposit as required by Town of Namakagon Ordinance #56-21 Access and Maintenance of Records. Applicable fees which are approved by the Town Board are within Town of Namakagon Fees Schedule.

I understand that the Town of Namakagon, WI may withhold information which is not considered public information under the Wisconsin Open Records Law, accompanying Attorney General Opinions and case law. I also understand that the Town of Namakagon is required to release only those documents that exist, in their current state, and that the town is not required to compile or create specific information in formats for my use.

Signature Required: _____

Date: _____

TOWN USE ONLY

Date received: _____

Action Taken on Request

___ Approved

___ Approved and denied in part

___ Denied

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

Date completed: _____

Fee Paid: _____