



VILLAGE OF GENOA CITY
755 Fellows Rd / P.O. Box 428
Genoa City, WI 53128
(262) 279-6472 office / (262) 279-6618 FAX
www.genoacity.info

OPEN RECORDS REQUEST

Public records may be requested, inspected and copies obtained during business hours of Monday through Friday, 8:00 AM to 3:00 PM. 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. Allow at least 10 days for information to be researched.

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Please fill in all information requested and you will be contacted when your request is ready for review or pick up in accordance with s.s. 19.35(4). If the requested information is not picked up within 7 days after you have been notified, a new request will be required and you will be charged for both searches before being provided copies of your requests.

Any information given orally or in writing by Village Officials may be subject to errors or omission and shall not be a binding liability upon the Village of Genoa City.

In making this request, I understand that I will be charged as listed below, for the various services requested. There is no cost to view the reports requested. Initials of Requester: \_\_\_\_\_

CHARGE FOR RECORDS:

\$.25 per side of page. The Village of Genoa City may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing, emailing and hourly wages of employees. Per 19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

IF SEARCH HOURS ARE NEEDED CURRENT HOURLY RATE OF EMPLOYEE THAT DOES THE SEARCH WILL BE ADDED.

\$1.00 FOR MAILED REQUESTS PLUS THE COST OF COPIES PER ABOVE

PLEASE CHECK ONE: \_\_\_\_\_ TO BE MAILED \_\_\_\_\_ WILL PICK UP (LIST DATE/TIME) \_\_\_\_\_

DATE OF REQUEST: \_\_\_\_\_ TIME OF REQUEST: \_\_\_\_\_

PERSON REQUESTING RECORDS:

NAME: \_\_\_\_\_ GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE: (required for notification) \_\_\_\_\_

RECORDS REQUESTED:

DATE(S) OF RECORD: \_\_\_\_\_

REASON FOR REQUEST (optional) \_\_\_\_\_

SPECIFIC DESCRIPTION OF RECORDS REQUESTED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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DISPOSITION OF REQUEST: APPROVED: YES OR NO

OVER THE COUNTER \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

RECD BY \_\_\_\_\_

MAILED \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

# OF PAGES \_\_\_\_\_ TOTAL CHARGE \_\_\_\_\_ EMP \_\_\_\_\_

COMMENTS: \_\_\_\_\_

Under Wisconsin 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 or length of time represented by the record does not constitute a sufficient request." See Section 19.35(1)(h), Wis. Stat.

Under Wisconsin law 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." See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis.

This form may be revised without notice by the Village of Genoa City.