

TOWN OF DEKORRA  
W8460 BILKIE RD  
POYNETTE, WI 53955  
608-635-2014  
dekorra@centurytel.net

OPEN RECORDS REQUEST APPLICATION

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

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

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

I acknowledge that up to 10 days will still be considered as soon as practicable and without delay for ordinary requests and longer for unusually complex copying or large numbers of records.  
Dated this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

Signature: \_\_\_\_\_

\*\*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." SS 19.35 (1) (i). You are being asked to provide the information called for on a voluntary basis and to better serve your request. If above information is not provided, it is the requester's responsibility to check back at a future date with the record's custodian on availability of records. Thank you.

**DESCRIPTION OF RECORDS (Please be as descriptive as possible. Vague and unclear requests will be denied).** \_\_\_\_\_

\*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 or length of time represented by the record does not constitute a sufficient request." SS 19.35 (1) (h)  
\*\*Notice: If your request for records has been denied, you have the right to a review by writ of mandamus under Wisconsin Statute 19.37(1) or upon application to the Attorney General or the District Attorney.

**Following to be completed by Custodian of Records**

Date Request Received \_\_\_\_\_ By: Mail \_\_\_ E-Mail \_\_\_ in Person \_\_\_

Date Completed \_\_\_\_\_

**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.

Copies Requested:  Yes  No \_\_\_\_\_ copies @ \$.50 per page \$ \_\_\_\_\_ total  
Search hours cost \$ \_\_\_\_\_ Mailing cost \$ \_\_\_\_\_  
Fee Paid \$ \_\_\_\_\_

Town of Dekorra Public Records Fee Schedule:  
3.01(d)(1) Photo Copies \$.50 per normal page  
3.01(d)(2) Photographic processing Direct Cost plus \$45.00 per hour  
3.01(d)(3) Other Mediums Direct Cost plus \$45.00 per hour  
3.01(d)(4) Mailing or Shipping Direct Cost plus \$45.00 per hour

\_\_\_\_\_  
Signature & Title of Custodian/Legal Custodian Acting on Request