

## **Town of Elk Public Record Request Policy**

The Town of Elk is a Wisconsin Township, subdivision of the State of Wisconsin, subject to Chapter 19 of the Wisconsin Statutes Open Records laws. The legal custodian of the Town of Elk records is the Town Clerk.

Records may be requested:

By mail: Town of Elk Clerk  
N8314 Danish Settlement Rd  
Phillips, WI 54555

By email: [townofelk@pctcnet.net](mailto:townofelk@pctcnet.net)

In person: Inspection of records at the Elk Town Hall,  
N8314 Danish Settlement Rd, Phillips, WI 54555  
may be arranged upon written request.

Record request forms may be obtained at the Town of Elk Town Hall or on our website [townofelk.com](http://townofelk.com). Please do not place record requests in drop box without prior approval.

Record Duplication Fees:

Any requested record shall be duplicated by the Town Clerk. A fee of \$0.25 per page will be charged for duplication of any record. A duplication fee may be charged for an electronic record provided by email if the native record requires conversion to an electronic record. A \$3.00 fee will be charged for duplication of an audio recording copied onto a USB flash drive.

**TOWN OF ELK  
PRICE COUNTY WISCONSIN  
PUBLIC RECORD REQUEST FORM**

1. Date requested: \_\_\_\_\_
2. Submitted by: Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ In-Person \_\_\_\_\_
3. Name of requestor: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City/State/Zip code: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_
4. Record requested – provide as much specific detail as possible so the agency can identify information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Do you want copies? Yes \_\_\_\_\_ No \_\_\_\_\_
6. Do you want to inspect the records? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Do you want certified copies? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Date received by the Town: \_\_\_\_\_
9. Ten (10) business day response due on: \_\_\_\_\_