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: clerk@townofelk.wi.gov

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. 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: _____