

# VILLAGE OF BIRON

## Open Records Request Form

Please fill out this form if you are requesting an inspection or photocopies of public records.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday, 8:00 a.m. to 4:00 p.m. 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.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per Statute 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.

### REQUESTER'S INFORMATION *(Please Print)*

Name:

\_\_\_\_\_  
*First Name                      Middle Initial                      Last Name                      Company Name or Group Affiliation*

Address

\_\_\_\_\_  
*Route or P.O. Box Number*

\_\_\_\_\_  
*City                                      State                                      Zip Code*

*Preferred Contact*

Phone:

Fax:

Email:

Document to be  Picked Up  Mailed

Document Requested

\_\_\_\_\_  
*Attach additional sheet if necessary.*

Reason Requested

*Sec. 1935(1)(i) – request may not be refused because the person making the request is unwilling to be identified or to state the purpose of the request.*

Acknowledgement that Requester Inspected or Received A Copy of Document Requested.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available for your inspection or release. Unless other arrangements are made, records will be available for pick up for 7 days from completion contact date.*

*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 Biron.*

*If the custodian denies the request for records, the custodian shall notify the requester of the determination to deny in whole or in part and reason therefore. Sec. 19.35(4)(a). Copy shall be attached to this form and filed.*

# VILLAGE OF BIRON

## OPEN RECORDS REQUEST AND FEE INFORMATION

The Village of Biron is a duly existing municipal corporation in the State of Wisconsin. The legal custodian of public records is the office of the Clerk. The public may obtain information and access to records during normal business hours from 7:30 a.m. to 4:00 p.m. Monday through Friday at 451 Kahoun Road, Wisconsin Rapids, Wisconsin.

If a member of the public requests records the Clerk's office may provide a photocopy substantially as readable as the original. Requests should be made in writing whenever possible (forms are available from the clerk's office) – please be specific. Not all records are contained within the public domain and Wisconsin statutes prohibit the disclosure of certain documents held by municipalities including by not limited to:

juvenile records, personnel files, minutes or notes from closed hearings, computer programs and data, trades secrets, identities of final candidate for public positions, identities of law enforcement informants and/or mental and/or medical records and other generally defined exempt records.

The Clerk's office will make every effort to review the written request and either respond in writing within ten (10) business days or grant the request for the records, however occasional delays may be necessary. In the event the request is denied, the letter will reference the reason for the denial.

### FEES/COSTS

The requestor of the record is responsible for the actual, reasonable and necessary costs to locate, reproduce and send the records in compliance with the request. Fees due in excess of \$5 are payable in advance of sending the records [WI Stats 19.35 (3)f]. The Fees will be charged as follows:

- The Village may impose a fee upon the requestor for locating a record, not exceeding the actual, necessary and direct cost of location, if the cost is \$50.00 or more. The Clerk's time in locating records will be computed at a rate of \$35.89 per hour.
- Zoning inquiries are \$5 per property.
- Photocopy expenses – 25 cents per page. (Maximum size 11" x 17").
- Audio tape - \$5.00 per tape
- Shipping/handling, posting or mailing fees as determined by weight
- Actual photograph charges or photocopies reproduced in excess of 11" x 17".

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### *Municipal Records Use*

*Date Received* \_\_\_\_\_ *Time Received* \_\_\_\_\_ *Date Completed* \_\_\_\_\_

*Access to Documents*       *Approved*       *Denied*

*Requester Contacted* \_\_\_\_\_

*Records picked up* \_\_\_\_\_ *Fee Received* \_\_\_\_\_