

REQUEST FOR ACCESS TO PUBLIC RECORD

VILLAGE OF LA VALLE
101 WEST MAIN STREET
LA VALLE, WI 53941
(608)985-8383

REQUESTER, PLEASE NOTE: 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. Stats.

SPECIFIC DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPIED:

REQUESTER PLEASE NOTE: 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. Thank you.

DATE OF REQUEST: _____

NAME/ADDRESS OF REQUESTER: _____

CITY: _____ **STATE:** _____ **ZIP:** _____ **PHONE:** _____

SIGNATURE OF REQUESTER: _____

TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD

DATE OF REQUEST: _____

TIME OF REQUEST: _____

ACTION TAKEN:
____ REQUEST APPROVED IN WHOLE
____ REQUEST APPROVED IN PART*
____ REQUEST DENIED*

DATE & TIME REQUEST COMPILED WITH:

DATE & TIME REQUEST DENIED:

**NAME AND TITLE OF LEGAL CUSTODIAN
OR DESIGNEE ACTING ON REQUEST:**

AMOUNT OF FEE CHARGED REQUESTER:

*Attach copy of any written statement of reason for partial compliance or denial by legal custodian/designee.