

**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:**

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**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:** \_\_\_\_\_

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**TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD**

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**DATE OF REQUEST:** \_\_\_\_\_

**TIME OF REQUEST:** \_\_\_\_\_

**ACTION TAKEN:**

**DATE & TIME REQUEST COMPILED WITH:**

\_\_\_\_ REQUEST APPROVED IN WHOLE

\_\_\_\_ REQUEST APPROVED IN PART\*

\_\_\_\_ REQUEST DENIED\*

**DATE & TIME REQUEST DENIED:**

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**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.