



Village of Genoa City

755 Fellows Rd ▪ P.O. Box 428
Genoa City, WI 53128
262-279-6472 Office ▪ 262-279-6618 Fax
Website: www.vi.genoacity.wi.gov

OPEN RECORDS REQUEST

Public records may be requested, inspected and copies obtained during business hours of Monday through Friday, 8:00 AM to 3:00 PM. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Requests for records will be responded to within 10 business days unless other arrangements are made.

DATE OF REQUEST: _____

TIME OF REQUEST: _____

PERSON REQUESTING RECORDS: *(Please Print)*

Name: _____ Group: _____

Company Name or Group Affiliation

Address: _____ City/State/Zip: _____

Phone: *(Required for Notification)* _____ Email: _____

DESCRIPTION OF RECORDS REQUESTED: *(please be as specific and detailed as possible, include approximate dates, record type, etc.)*

CHARGE FOR RECORDS:

.25¢ per page. The Village of Genoa City may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing, emailing and hourly wages of employees. Per 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.

DISPOSITION OF RECORDS REQUESTED:

- ☐ I will inspect records at the Village Hall, at the above address during the regular Village Hall hours.
(No charge for viewing at Village Hall)
- ☐ I request electronic copies be sent to the email address above, if possible.
- ☐ I request hard copies of the records.
- ☐ I will pick records up at Village Hall ☐ Mail the records to the above address

Requester will be notified of total fees pertaining to their request. Payment of records must be made before records are disbursed.

Signature of Requester: _____ Date: _____

Office Use Only:

Date Received: _____ Time Received: _____ Received By: _____

☐ Request approved ☐ Denied Reason Denied: _____

Records Delivery Date: _____ ☐ Viewed at VH ☐ Picked-Up ☐ Mailed ☐ Emailed

Total Fees: \$ _____ Payment Received: ☐ Cash ☐ Check # _____

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. Stat.

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.