

Town of Stettin  
141678 Stettin Drive  
Wausau WI 54401  
715-571-1480  
[townofstettin.wi@gmail.com](mailto:townofstettin.wi@gmail.com)

### REQUEST FOR PUBLIC RECORDS

Public records requests may be fulfilled between the hours of 8:00am and 4:00pm, Monday through Friday.

Fill out this form if you are requesting an inspection or copies of town records. Prepayment may be required for any request to exceed \$5.00. (Fee schedule page 2)

Date of Request \_\_\_\_\_

Your Name (print) \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred method of return for records ☐ Mail ☐ Email

Information or Records Requested (Please be specific to ensure your request is fulfilled properly)

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Signature of person requesting public records \_\_\_\_\_

**\*\*Some release of records will require approval by the custodian of records designee. All records cannot be retrieved immediately. All requests shall be processed as soon as practicable and without delay. 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 to you. Any information given orally or in writing by Town Officials may be subject to errors or omissions and shall not be a binding liability upon the Town of Stettin\*\***

**Fee Schedule Attached**

NOTE: When record release is denied, you may, pursuant to WI Stats 19.37(1)(a), bring an action for mandamus asking a court to order the release of the record. Additionally, you may pursuant to WI Stats 19.37(1)(b)(m), request the Marathon County District Attorney's Office to bring an action for mandamus asking a court to order the release of the record.

Town of Stettin Open Records Fees:

|   |                         |
|---|-------------------------|
| 8 ½ x 11 black and white copies   | \$.50 per page          |
| Copies other than 8 ½ x 11  | actual cost             |
| Research per hour   | actual staff cost       |
| Flash Drive   | \$25.00                 |
| WisVote Voting Records Photo Copies   | \$25.00 WI Stat 6.36(6) |
| *Plus \$5 per 1,000 Voters  |                         |
|   |                         |
| Voting records flash drive  | \$25.00                 |
| Administrative Fee  | \$25 per hour           |
| Postage: 1 <sup>st</sup> Class, FedEx or registered Mail Return Receipt = actual cost |                         |