

REASON FOR DENIAL:

## **Open Records Requests**

The Open Records Request form may be submitted:

- in person
- by mail: Town of East Troy, PO Box 872, East Troy, WI 53120
- Fax 262-642-9701
- email [tetclerk@townofeasttroywi.gov](mailto:tetclerk@townofeasttroywi.gov)

Please see below for fees.

## **Fees for Records**

\$0.25 per page

\$10.00 DVD/Flash Drive per each

Any report which is estimated to cost over \$5.00 must be prepaid before the records assembly preparation will begin.

***ACTUAL COST OF POSTAGE OR \$1.50, WHICHEVER IS GREATER, WILL BE ADDED FOR MAILED REQUESTS IN ADDITION TO THE COST OF THE COPIES PER THE FEE SCHEDULE ABOVE.***

***IF SEARCH HOURS ARE NEEDED: CURRENT HOURLY RATE OF THE EMPLOYEE DOING THE SEARCH WILL BE ADDED.***