

Lawrence Lake P&R District  
Policy For Obtaining District Records  
Under  
Wisconsin's Open Records Law

Individuals requesting official records of the Lawrence Lake P&R District (the District) are required to submit a written request to the District's Secretary stating the following:

1. The specific District record(s) being requested.
2. The reasons such record(s) are being requested.
3. The manner in which the record(s) is to be provided (i.e.: electronic or printed).

The written request for District records must contain:

1. The requester's signature
2. The requester's address
3. The requester's telephone number and/or e-mail address

The Secretary will, with-in seven business days, provide the requester with the costs of providing the requested record(s) in the requested format. If the record(s) cannot be provided in the requested format, the Secretary will inform the requestor of the format that the record(s) can be provided. The requestor will remit to the Secretary the required amount to receive the requested record(s) and the Secretary will provide the record(s) with-in seven business days of receiving the remittance. All costs will be covered by the requester; mailings will be priced from the service the requester would like the files sent by.