

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; and
3. The manner in which they would prefer the record(s) is to be provided (i.e., electronic or printed – this will be determined by the Secretary).

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
4. The requester's e-mail address.

The Secretary will first determine whether a pdf is available or whether commercial copying will be required. If a pdf is available, the Secretary will provide a link to the document or the actual pdf within seven (7) business days of the request being made. Commercial copying may be necessary if it is only available in a paper (or bound) format. In the event commercial copying is required, the Secretary will notify requester as to the cost to obtain such copy, including postage to forward same. The requestor will remit to the Secretary the required amount to receive the requested record(s) and the Secretary will provide the record(s) within seven (7) business days of receiving the remittance.

