





# TOWN OF LINN

## FEES

**Copies** - \$0.25 per page

**Location Fee** – Costs associated with locating records may be charged if they total \$50.00 or more. The requester of the record will be notified once the research reaches \$50.00 or 2.5 hours, at which time the rate will be the lowest possible hourly rate of the clerk’s office. “Locating” a record means to find it by searching and examining. Subsequent review and redaction of the records are separate processes.

**Mailing Cost** – Actual, necessary, and direct costs of mailing or shipping of any copy or photograph of a record to the requester.

**Transferred to other Media** – The Town will supply all forms of media; no one will be allowed to supply a form of media for records to be transferred to. The requester will be charged \$7.00 for a 16 GB flash drive.

**The Town may require prepayment for any requests expected to exceed \$5.00.**

**Records Request can be submitted to Clerk Morris by:**

**Email:** [clerk@townoflinn.wi.gov](mailto:clerk@townoflinn.wi.gov)

**Mail:** P.O. Box 130 Zenda, WI 53195

## RESULT OF RECORD REQUEST (To be completed by Record Custodian)

Was the request fulfilled? (please circle): **YES / NO**

If "NO", reason for not providing request (please check):

Date provided: \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_ Request not in record form

\_\_\_\_\_ Record does not exist

\_\_\_\_\_ Request not specific enough

\_\_\_\_\_ Other (please specify)

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