

# VILLAGE OF THERESA

REQUEST FOR ACCESS TO PUBLIC RECORD:	DATE THIS REQUEST PREPARED:
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<p>DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR A COPY MADE:</p> <p><u>Requester: Please Note.</u> Under Wisconsin law, a request for access to a public record is deemed sufficient if it reasonably describes the requested record or the information requested. A request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. See Sec. 19.35 (1)(h), Wis. Stats.</p>
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<p><u>Requester-Please Note.</u> Under Wisconsin law a request for access to a public record may not be refused "because the person making the request is unwilling to be identified or state the purpose of the request." See Sec. 19.85 (1)(I), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank You.</p>
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NAME OF REQUESTER:	
ADDRESS OF REQUESTER:	PHONE #:

<b>TO BE COMPLETED BY THE LEGAL CUSTODIAN OR DEPUTY</b>
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DATE AND TIME REQUEST RECEIVED:	MEANS OF DELIVERY TO CUSTODIAN:
<p>ACTION TAKEN:</p> <p><input type="checkbox"/> Request approved in whole</p> <p><input type="checkbox"/> Request approved in part*</p> <p><input type="checkbox"/> Request denied*</p>	DATE AND TIME REQUEST COMPLIED WITH:
NAME AND TITLE OF LEGAL CUSTODIAN OR DEPUTY ACTING ON REQUEST:	DATE AND TIME REQUEST DENIED:
*Attach a copy of any written statement of denial by legal custodian/deputy.	AMOUNT OF FEE IMPOSED ON REQUESTER: \$ _____