

*Town of Algoma*  
15 N. Oakwood Road, Oshkosh, WI 54904  
Phone: 920.235.3789

**PUBLIC RECORDS REQUEST**

Records may be released between the hours of 9:00 am. and 5:00 pm. Monday through Thursday, 9:00 am. to 1:00 pm. on Friday.

Please fill out this form if you are requesting an inspection or photocopies of Town records. **Requests exceeding \$25.00 must be paid in advance.**

Date Request Received: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Information or Records Requested (Please be specific): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Fees:</b>	\$.25 per standard size copy	
	\$.35 per page for sizes other than 8 ½ x 11	\$ _____
	\$25.00 per USB Drive	\$ _____
	\$25.00 for SVRS files, plus addt'l	
	\$5.00 per 1000 names	\$ _____
	\$10.00 email file	\$ _____

**Administrative Charges:**

Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

\_\_\_\_\_ @ \$25/hr (or fraction of) \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

*Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you.*

*Any information given orally or in writing by Town officials may be subject to errors or omissions and shall not be a binding liability upon the Town of Algoma.*