



Town of Rome

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(715) 325-8035 FAX
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OPEN RECORDS REQUEST

The Town of Rome accepts and processes records requests during department office hours.

Fees:

- 1) 50 cents per copied page given to a requestor.
- 2) 50 cents per page which is faxed to a requestor.
- 3) Actual cost of mailing shall be added to total page cost for documents mailed to requestor.
- 4) Documents Emailed - up to 6 pages - \$3.00
- 5) Documents Emailed - each additional page - \$1.00

Date of Request _____ Requestor's Name _____

Address _____

City _____ State _____ Phone _____

Records Requested (Please be as specific as possible: names, dates, locations):

Requestor's Signature _____

Office Use Only

Approved for dissemination

Dissemination denied

Reason Denied

Release Date and Time

Approving Party