

**REQUEST FOR DOCUMENTS**

Town of Dewey

430 Dewey Drive

Stevens Point, WI 54482

Angela Lochinger, Town Clerk – 715-254-5584

Please note:

1. Complete this form to request Town of Dewey document(s).
2. Requests will be filled or denied, in whole or in part, within two (2) business days or as soon as practicable, without delay, and can be picked up by appointment.
3. Please refer to the Town of Dewey’s “Copy Fees for Town Documents Through Open Record Requests Policy” and the Town of Dewey’s “Fee Schedule” for information regarding the costs associated with the request for documents.

Please provide the following information:

Name: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Document Requested (be specific)

Name of Document: \_\_\_\_\_

Subject: \_\_\_\_\_

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

Additional Comments: \_\_\_\_\_

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For Town of Dewey Staff Use

Date Document Available: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Actual Cost: \_\_\_\_\_