

# Town of Bridge Creek Public Records Request Form

Note: Pursuant to Wisconsin law, a request for access to a public record may not be denied due to the requester's unwillingness to be identified or to state the purpose of the request, as stipulated in Wis. Stat. 19.35 (1)(i). This form is provided for your convenience in submitting a public records request to the Town of Bridge Creek. The Town of Bridge Creek is not obligated to furnish personal information on this form. Any personal information collected will be utilized for administrative purposes and may be disclosed to requesters to the extent mandated by Wisconsin's Open Records law (ss. 19.31-19.39, Wis. Stats.).

Date of Request:\_\_\_\_/\_\_\_\_/\_\_\_\_ Time of Request: : \_\_\_\_AM / \_\_\_\_PM

### To Be Completed By Requester

Requester's Name: \_\_\_\_\_ Requester's Phone: \_\_\_\_\_

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

We respectfully request that you delineate with specificity the records you are seeking. A request must be reasonably specific regarding the subject matter and the timeframe involved, in accordance with Wis. Stat. § 19.35(1)(h). A records custodian should not be compelled to conjecture as to the records a requester desires. Clearly specifying the records you are seeking will expedite the response to your request and is likely to reduce the charges associated with copying, locating records, and postage, as permissible under Wis. Stat. § 19.35(3)(a), (c), and (d). Please append additional pages if further space is required.

[illegible]

How do you want to receive records? ☐ Pick Up ☐ Mail ☐ Email

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

## Town of Bridge Creek

### FEES

Copies - \$0.50 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 \$10.00 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 Pettis by: Email: [clerk@townofbridgecreek.org](mailto:clerk@townofbridgecreek.org)

Mail: PO Box 464, Augusta, WI 54722

### 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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