

**VILLAGE OF EGG HARBOR  
REQUEST FOR ACCESS TO PUBLIC RECORDS**

REQUEST DATE: \_\_\_\_\_

Requester Please Note: 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. 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

REQUESTER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DESCRIPTION OF REQUESTED RECORD(s):

Requester Please Note. 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.

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

PURPOSE OF REQUEST (Optional) This information will help Village Office staff members understand the specific nature of the records you are requesting.

\_\_\_\_\_

LENGTH OF RECORD PERIOD:

\_\_\_\_\_ to \_\_\_\_\_

I understand the Village of Egg Harbor shall grant access to public records, right to inspect, copy and/or receipt of record copies. I further understand the Village of Egg Harbor's photocopy charge is \$0.25 per page (8 1/2 x 11). All other fees, such as special copies, travel time, postage, etc., that the village incurs for the records request will be billed to the requester. If the request involves more than 10 minutes research time, I understand I will pay staff hourly wage (\$20/hour) for said time.

\_\_\_\_\_  
Signature

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For Office Use Only

Received by: \_\_\_\_\_ Date: \_\_\_\_\_