

REQUEST FOR ACCESS TO PUBLIC RECORD

CITY OF DELAFIELD
500 GENESEE STREET
DELAFIELD, WI 53018
(262)646-6220

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. However, 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 Section 19.35(1)(h), Wis. Stat.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

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 to state the purpose of the request.” See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

DATE OF THIS REQUEST: _____ **NAME OF REQUESTER:** _____

Phone Number: _____

ADDRESS OF REQUESTER:

STREET:

_____ **CITY:** _____ **STATE:** _____ **ZIP:** _____

PURPOSE OF REQUEST: _____

TO BE COMPLETED BY LEGAL CUSTODIAN OF RECORD REQUESTED OR DEPUTY

DATE OF TIME REQUEST RECEIVED:	MEANS OF DELIVERY TO REQUESTER:
ACTION TAKEN: <input type="checkbox"/> REQUEST APPROVED IN WHOLE <input type="checkbox"/> REQUEST APPROVED IN PART * <input type="checkbox"/> REQUEST DENIED *	DATE & TIME REQUEST COMPLIED WITH:
	DATE & TIME REQUEST DENIED:
NAME AND TITLE OF LEGAL CUSTODIAN OR DEPUTY ACTING ON REQUEST:	AMOUNT OF FEE IMPOSED ON REQUESTER:

* Attach copy of any written statement of denial by legal custodian/deputy.