

City of Onalaska

REQUEST FOR ACCESS TO PUBLIC RECORD

DESCRIPTION OF PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE: {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." Wisconsin State Statutes 19.35(1)(h)}

{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." Wisconsin State Statutes 19.35(1)(l). You are being asked to provide the information below on a voluntary basis. Thank you.}

Name and Address of Requester:

Purpose of Request:

TO BE COMPLETED BY LEGAL CUSTODIAN OF RECORD REQUESTED

Date and Time Request Received:

Means of Delivery to Custodian:

ACTION TAKEN:

- Approved in Whole
- Approved in Part
- Denied*

Date and Time Request Complied With:

Date and Time Request Denied:

Name and Title of Legal Custodian or Deputy Acting on Request:

Fee Imposed on Requester:

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

City of Onalaska

415 Main Street, Onalaska, WI 54650 608-781-9530 FAX 608-781-9534