

BLOOMFIELD  
N1100 Town Hall Road  
Pell Lake, WI 53157

\_\_\_\_ TOWN

\_\_\_\_ VILLAGE

## OPEN RECORDS REQUEST

Date of Request: \_\_\_\_\_ Requesters Phone: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Records Requested (Be as specific as possible; names/dates/locations; attach additional info. if needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How do you want to receive records?      **Pickup**      **Mail**      **E-mail**

EmailAddress: \_\_\_\_\_

Additional information or comments: \_\_\_\_\_

<i>To Be Completed By Approving Authority:</i>		
Received by: _____	Approved: Yes _____ No _____	Authority: _____
If denied, reason for denial: _____		

### Photocopying Rates according to State Statutes and our Municipal Code:

Standard cost is \$.25 per copy. If locating records exceeds \$50.00, the actual costs will be determined by the City Clerk and billed to the requestor. If copies larger than 11x17 are requested, out-sourcing will be needed and those charges incurred by the Village will also apply to the requestor's total bill. *Please note: If requested information is not picked up within 2 weeks after you are notified that it is available, a new request will be required. You will be charged for both searches.*