

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**

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.*