



TOWN OF LINN

Public Records Request Form

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” Wis. Stat 19.35 (1)(i). This form is offered for your convenience to place your request for open records from the Town of Linn. You are not required to complete this form or to provide the requested information. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law (ss. 19.31-19.39, Wis. Stats.)

Date of Request: ___ / ___ / ___ Time of Request: ___ : ___ AM / PM

To Be Completed By Requester

Requester's Name: _____ Requesters Phone: _____

Mailing Address: _____

Record(s) you are requesting: (Please be specific, including titles & dates)

How do you want to receive records? Pick Up Mail Email

Email Address: _____



TOWN OF LINN

FEES

Copies - \$0.25 per page

Location Fee – Costs associated with locating records may be charged if they total \$50.00 or more. The requester of the record will be notified once the research reaches \$50.00 or 2.5 hours, at which time the rate will be the lowest possible hourly rate of the clerk’s office. “Locating” a record means to find it by searching and examining. Subsequent review and redaction of the records are separate processes.

Mailing Cost – Actual, necessary, and direct costs of mailing or shipping of any copy or photograph of a record to the requester.

Transferred to other Media – The Town will supply all forms of media; no one will be allowed to supply a form of media for records to be transferred to. The requester will be charged \$7.00 for a 16 GB flash drive.

The Town may require prepayment for any requests expected to exceed \$5.00.

Records Request can be submitted to Clerk Morris by:

Email: clerk@townoflinn.wi.gov

Mail: P.O. Box 130 Zenda, WI 53195

RESULT OF RECORD REQUEST (To be completed by Record Custodian)

Was the request fulfilled? (please circle): **YES / NO**

If "**YES**", the date provided: _____

If "**NO**", reason for not providing request (please check):

_____ Request not in record form
_____ Request not specific enough

_____ Record does not exist
_____ Other (please specify)
