



REQUEST FOR ACCESS TO PUBLIC RECORD
VILLAGE OF RICHFIELD
4128 HUBERTUS ROAD
HUBERTUS, WI 53033
(262) 628-2260

REQUESTER, PLEASE NOTE: Under Wisconsin law, a request for access to a public record “is deemed sufficient if it reasonable 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. Stats.

SPECIFIC DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPIED:

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.

NAME OF REQUESTER: _____
TELEPHONE _____

ADDRESS: _____

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

SIGNATURE OF REQUESTER: _____

TO BE COMPLETED BY LEGAL CUSTODIAN OR DESIGNEE OF RECORD REQUESTED

DATE OF REQUEST: _____ **TIME OF REQUEST:** _____

ACTION TAKEN: _____ **DATE & TIME REQUEST COMPLIED WITH:** _____

____ REQUEST APPROVED IN WHOLE

____ REQUEST APPROVED IN PART*

____ REQUEST DENIED*

____ **DATE & TIME REQUEST DENIED:** _____

NAME AND TITLE OF LEGAL CUSTODIAN OR DESIGNEE ACTING ON REQUEST: _____ **AMOUNT OF FEE CHARGED REQUESTER:** _____

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