

Village of Osceola
310 Chieftain St., PO Box 217
Osceola, WI 54020

PUBLIC RECORDS REQUEST FORM

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick up in compliance with Wisconsin State Statute Sec. 19.35(4). If no phone number is provided, response will be left for pick up for a period of 7 days.

Date of Request: _____

Requestor's Name: _____

Street Address: _____

City, State, Zip: _____

Phone Number: _____

Specific Records Requested:

Please note: 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. (19.35(1)(i) Wis. Stats. You are being asked to provide the information on a voluntary basis and as a means to facilitate your request. Thank you.

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To be Completed by Legal Custodian of Record Requested or Deputy.

Municipal department, office or work unit receiving request: _____

Date & Time request received: _____

Date & Time action completed: _____

Action taken on request: () Approved () Approved in part & denied in part () Denied

Reason for denial: _____

Amount of fee: _____

Name & Title of Custodian/Deputy Acting on Request: _____

ACCESS TO PUBLIC RECORDS & GENERAL FEES FOR OBTAINING A COPY OF RECORDS

Village of Osceola records are accessible to the public Monday through Friday, from 8:00 a.m. to 4:00 p.m., or such other hours as the Department is open to the public. In some cases, records may require retrieval and therefore may not be immediately available for inspection.

For copies of records, the requester may be charged \$.25/copy for photocopies, and may be charged the actual, necessary and direct costs of photographic or other reproduction. Requesters also may be charged the actual costs of mailing or shipping any requested copies or reproductions. If the actual, necessary and direct cost of locating records responsive to a request exceeds \$50.00, the requester also may be charged that location cost. Prepayment may be required if total costs of responding to a request exceed \$5.00. Wis. Stat. § 19.35(3).

PROCEDURES TO FOLLOW TO REQUEST COPIES OF RECORDS

Make your request or in writing to the Legal Custodian listed on the Public Records Notice. If the records are not maintained by the Legal Custodian, ask for help in determining where that record information is kept.

Once contacted, the Legal Custodian will review your request to determine if the record exists. A request for access to public records must reasonably describe the record sought and be reasonably limited as to the subject matter and/or length of time represented by the record.

Once your request has been reviewed, and the Legal Custodian determines existence of the record and accessibility, the Legal Custodian will provide you with a copy of the record or allow you to inspect the record, and provide a place for that review

If your request is denied in whole or in part, the Legal Custodian will explain why your request cannot be granted. You may request that the reasons for denial be put in writing and given to you

Please make your check payable for the exact amount to: Village Treasurer, or as otherwise indicated by the Legal Custodian.