

**OPEN RECORDS REQUEST FORM**

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(If these records are to be mailed)

EMAIL \_\_\_\_\_

DATE RECORDS ARE NEEDED: \_\_\_\_\_

(Every effort will be made to fulfill your request in a timely manner)

RECORDS REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FEES:** No fee will be charged for inspection of public records required under Section 19.31-19.39(3)(a)(b) of the Wisconsin Statutes. **Note:** Persons wishing to personally inspect records shall make written request to the Clerk after which an appointment will be made at a mutually agreeable time.

**OTHER COSTS:**

Photocopy costs: (per page).....	\$ 0.25
Zoning Ordinance Book.....	\$15.00
Chapter 20 Subdivision and Platting Book.....	\$ 5.00
Comprehensive Plan Book.....	\$20.00
Surface Water Drainage Book.....	\$ 8.00

**MISCELLANEOUS COSTS:** Photographing, tape recording copies, mail costs, mileage and other charges for miscellaneous direct expenses will be charged for the actual and direct costs as applicable.

**RECORD LOCATING:** Where records are not readily accessible, a charge for actual and direct costs of locating the required records will be made.

**LABOR COSTS** will be at Town’s General Labor pay schedule @\$14.20/hr as of 1/1/17.

**Clerk or Designee will collect all fees prior to distribution.  
Checks should be made payable to the “Town of Black Wolf”**