

# NOTICE

Dear Open Record Requester,

We receive many open record requests throughout the year and they all are important to us. The staff person you are requesting the information from is required to provide you with a copy of this notice that outlines the City policy regarding Open Record requests.

It is the policy of the City that all records except for statutory exceptions are public and upon request will be provided. Records are defined as any written or electronic document or file that the City has possession of. The City is not required to “create” a record that does not already exist but will work with any requester to gain the information they are pursuing.

It helps staff in researching your request if you can be very specific to the record you want. Overly broad requests can be denied and can be expensive to the requester. If assistance is needed staff will work with you on your request so that you get the information you want in the most efficient and timely manner.

Your request will be handled in a timely manner. Staff has many duties and open record requests are one of them. We will act on your request in a reasonable time frame, usually less than 10 working days.

How soon we get to your request will depend on the workload of the staff person assigned and how specific your request is. You will be notified when the request is completed. It is your choice if you wish to just review the record or have a copy made of the record. A charge per copy page or the cost of the electronic media device will be required if you want a copy. Depending on the request we may be able to send you the file via the internet.

If the researching of your request costs more than \$50.00 in staff time or resources you will be required to pay the amount in excess of \$50.00. You will be notified if the estimate of research time exceeds the \$50.00 limit. The more specific you can make the request will help to keep the research time to a minimum.

Your request is important to us and we will do all we can to accommodate your need for information/records in a timely manner.

Anne B. Uecker, MMC/WCPC

City Clerk/Treasurer

Please mail to: Clerk-Treasurer  
City of St. Francis  
3400 E. Howard Avenue  
St. Francis, WI 53235

REQUEST FOR ACCESS TO  
OR COPY OF PUBLIC RECORD

**TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD**

Name of requester:

Mailing address of requester:

Phone Number:

1. Description of the record(s) to be inspected an/or a copy made:

Please note: Under state law a request for access to a public record "is deemed sufficient if it reasonably 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 records does not constitute a sufficient request." [19.35(1)(h), Wis. Stats.]

2. Purpose of request:

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 called for on a voluntary basis. Thank you.

**FOR OFFICE USE ONLY**

**TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD**

Municipal department receiving request:

Date and time request received:

Date and time action completed:

Action taken on request:

Approved

Approved in part and denied in part

Denied

Please attach copy of any statement denying access to, a copy of, or information contained in any public record covered by this request.

Amount of any fee paid by requester:

Name and title of legal custodian or deputy acting on request:

ROUTED TO: \_\_\_\_\_ CUSTODIAN OF REQUESTED RECORDS

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