



City of Reedsburg
134 South Locust Street, P.O. Box 490
Reedsburg, WI 53959
Ph. 608-524-6404 Fax. 608-524-8458
www.reedsburgwi.gov

OPEN RECORDS REQUEST

Date of Request: \_\_\_\_\_, 20 \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Records Requested (Please be as specific as possible; names, dates, locations):

\_\_\_\_\_
\_\_\_\_\_

( ) Please email: e-mail \_\_\_\_\_

( ) Please fax: fax number \_\_\_\_\_

( ) Please call when ready: phone number \_\_\_\_\_

( ) I will pick up

Additional information or comments: \_\_\_\_\_

For Department Use Only – To Be Completed by Records Custodian or Designee

( ) Request for record approved

( ) No record found

( ) Request for record approved in part, and denied in part. Explanation: \_\_\_\_\_

( ) Record does not belong to this agency. To obtain this record, you must request it from: \_\_\_\_\_

( ) Request for record denied. Reason for denial: \_\_\_\_\_

Completed By: \_\_\_\_\_

Title: \_\_\_\_\_ Req. # \_\_\_\_\_

Date Completed: \_\_\_\_\_ Time Completed: \_\_\_\_\_

Please Note: A Request is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request. [WI SS 1935 (1)(b)] Section 19.35(1), Wis. Stats., qualifies the right to record inspection with the specific limitation "except as otherwise provided by law." Section 19.35(1)(a) further exempts from disclosure information which could endanger life, safety, or the security of individuals identified therein. Section 19.36, Wis. Stats., exempts from the open records law those records exempted by federal law. Information governed by the Driver Privacy Protection Act will not be released. You may be provided with a redacted copy of the requested record in an effort to abide by the Driver Privacy Protection Act. Please request and complete, in detail, a request for an un-redacted copy of this record if you believe you meet the exemptions for redaction. If the request for records is denied, this decision is subject to review by mandamus under Section 19.37(1), Wisconsin Statutes, or upon application to a district attorney or Attorney General.