

# CITY OF PRESCOTT

800 Borner Street North  
Prescott, Wisconsin 54021-2012  
(715)262-5544

## CITY OF PRESCOTT REQUEST FOR RECORDS

Wisconsin Open Records Law - Secs 19.21 - 19.39

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

Address \_\_\_\_\_

City \_\_\_\_\_ Telephone \_\_\_\_\_

Request Received: Date \_\_\_\_\_ Time \_\_\_\_\_ By Mail \_\_\_ In Person \_\_\_\_\_

Distributed: Date \_\_\_\_\_ Time \_\_\_\_\_ By Mail \_\_\_ In Person \_\_\_\_\_

Specific Records Requested:

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

Request Approved: Yes \_\_\_ No \_\_\_ Authority \_\_\_\_\_

Reason Denied:

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

Copies Requested: Yes \_\_\_ NO \_\_\_

Cost to Requestor:

Copies made \_\_\_\_\_ at \$0.50 per page = \_\_\_\_\_

Search time \_\_\_\_\_ at \_\_\_\_\_ per hour = \_\_\_\_\_

Mail cost = \_\_\_\_\_

Photo cost = \_\_\_\_\_

Total Cost Due = \_\_\_\_\_

Notice: If your request for records has been denied, you have the right to review by writ of mandamus or upon application to the district attorney or attorney general.