

Village of Palmyra Clerk's Office
Open Records Request

100 W. Taft St. Palmyra, WI.
262-495-8316

Records may be released between the hours of 8:00 a.m. and 4:00 p.m. Monday through Thursday, and 8:00 a.m. to 12:00 p.m. Friday's.

Please fill out this form if you are requesting an inspection or photocopies of Village records. You will be contacted when your request is ready in compliance with Wis. State Stat. 19.35(4). If no phone number is provided, information will be left for pick up for a period of 7 days. A request for access to 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. Requests exceeding \$5.00 must be paid in advance.

Date Request Received: _____

Your Name: _____

Address: _____

Telephone Number: _____

Information or Records Requested (please be specific): _____

Signature of Person Receiving Request: _____

Fees:	\$.25 per copy up to 50, \$.20 per copy over 50 (black)	\$ _____
	\$.50 per copy up to 50, \$.45 per copy over 50(color)	_____
	Disk, cassette or CD \$5.00 each	\$ _____
	Postage	\$ _____
	Faxes \$1.00 first page, \$.50 each additional page	\$ _____
	Administrative Charges: Requests requiring research shall be assessed labor fees: _____ Hours @ \$25/ hr. (or fraction of)	\$ _____

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To Be Completed by Custodian of Record Requested or Deputy:

Municipal dept., office or work unit receiving request: _____

Date & Time request received: _____

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

Reason for denial: _____

Amount of fee: _____

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