CITY OF FORT ATKINSON
101 N. Main Street Fort Atkinson WI 53538
(920) 397-9901
Michelle Ebbert, Clerk/Treasurer
mebbert@fortatkinsonwi.gov

PUBLIC INFORMATION REQUEST | OPEN RECORDS REQUEST

PERSON REQUESTING INFORMATION			
Representing Firm or Company		Date of Request:	
Last Name	First		
Street Address		Apartment/Unit #	
City	State	ZIP Code	
Phone ( ) -	E-mail Address		
Check this box if you wish to receive records by email: ☐	Check this box if you wish to receive records by paper copies: ☐		

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED
List any and all record(s) being requested. Note: The information may or may not be available at the time of request, may not be available for public inspection, or may not be available electronically.

REQUESTORS SIGNATURE	
Signature	Date

Public Record Copy Fee: Black and White Copies $.25 per page

In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing, mileage and hourly wages of Records Custodian or their designee. See Section 19.35(3)(f) a prepayment of such costs associated with an open records request in excess of $5.00 may be required prior to processing such open records requests.

OFFICE USE ONLY APPROVAL FOR RELEASE OF PUBLIC RECORD(S)			
Date Received		Received by	
Completed Date		Clerk Signature	

Under Wisconsin 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 record does not constitute a sufficient request." See Section 19.35(1)(h), Wis. Stat.
Under Wisconsin law 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." See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis.

This form may be revised without notice by the City of Fort Atkinson.