



Open Records Request Form

Public Records may be requested, inspected, and copies obtained Monday through Friday from 8:00 a.m. to 4:00 p.m. In some cases, requests will require research and retrieval and therefore the records may not be available for immediate inspection or copy. For information on which department has custody of certain records please see the City of Menasha Public Records Notice and Policy appendices.

Be advised that an open records request does not need to be submitted in writing; however, for the sake of clarity and efficiency we request this form be filled out for each request. If the requester refuses to fill out the form the staff member receiving the request will require the information listed below.

Date request received: _____

Requested Records (be specific): _____

Requested records dates: _____

How would you like to receive the records?

Mail: Please provide mailing address _____

Email: _____

Pick up in clerk's office.

Contact Phone Number: _____

Please allow 5 working days for information to be researched. Your request will be given priority and you will be notified via phone as soon as the records requested are available.

Fees: Supplies

\$0.05 per 8 1/2x11 B&W page (1x.05) \$ _____

\$0.13 per 8 1/2x11 Color Page (1x.13) \$ _____

Tapes or Other Media (actual cost) \$ _____

Postage \$ _____

Administrative

§19.35(3) (c): labor costs over \$50.00 \$ _____

Total: \$ _____

If anticipated cost is less than \$50.00 there is no pre-payment required. If anticipated cost is greater than \$50.00 pre-payment is required and will be adjusted when actual cost is determined.

Printed name of Staff receiving Request

Signature of Staff Receiving Request