

Public Records Request Form

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. 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 and hourly wages of Records Custodian or designee thereof. Per §19.35(3)(f) a prepayment of such costs associated with an open record request in excess of \$5.00 may be required prior to processing such open records request.

Please print clearly

Submit Completed form to the Village Clerk's office: jbass@caledonia-wi.gov

Requestor Name	Last	First
Company or Organization		
Address		
City, State, Zip		
Contact Info:	Phone:	Email:
Documents Requested:	<i>(Please explain in detail)</i>	
Document will be:	(Check one)	
	Emailed <input type="checkbox"/>	Picked up <input type="checkbox"/> Mailed <input type="checkbox"/>

In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay. Please allow at least 10 days for information to be researched. You will be notified as soon as the records requested are available for your inspection or release.

Any information given orally or in writing by Village officials may be subject to errors or omission and shall not be a binding liability upon the Village of Caledonia.