



CITY OF ELKHORN
9 SOUTH BROAD STREET
P.O. BOX 920
ELKHORN, WISCONSIN 53121

OPEN RECORDS REQUEST

Date of Request: \_\_\_\_\_, 20\_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Records Requested (Please be as specific as possible; names dates, locations):
\_\_\_\_\_
\_\_\_\_\_

Circle one: Pickup or Mail Information

Additional information or comments: \_\_\_\_\_
\_\_\_\_\_

To Be Completed By Approving Authority:
Received by: \_\_\_\_\_ Approved: Yes \_\_\_\_\_ No \_\_\_\_\_ Authority: \_\_\_\_\_
If denied, reason for denial: \_\_\_\_\_

Photocopying Rates according to State Statutes and our Municipal Code:

Standard cost is .50 per copy. If locating records exceeds \$50.00 there will be an hourly charge of \$16.23. Actual costs will be determined by the City Clerk and billed to the requestor. If copies larger than 11x17 are requested, out-sourcing will be needed and those charges incurred by the City will also apply to the requestor's total bill. Please note: If requested information is not picked up within 2 weeks after you are notified that it is available, a new request will be required. You will be charged for both searches.