



VILLAGE OF MUKWONAGO OPEN RECORDS REQUEST FORM

This form is available at the Village of Mukwonago offices, on the Village website www.villageofmukwonago.gov for printing or emailing, or by contacting the Village Clerk at (262) 363-6420.

Requester Name: \_\_\_\_\_ E-Mail: \_\_\_\_\_
Street Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Per Wis. Statutes, Chapter 19.35(1)(j), applicants are not required to identify themselves or state a purpose for their request when making a request for open records.

DESCRIPTION OF DATA REQUESTED

Pursuant to the Wisconsin Open Records Law, Chapter 19.35, Wis. Statutes, I hereby request the following information currently existing in the records of the Village of Mukwonago Walworth & Waukesha Counties, Wisconsin. Specify the information you are requesting e.g., specific correspondence, reports, meeting proceedings/other documents, along with the approximate dates of these records.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PREFERRED METHOD OF DELIVERY

- PAPER COPY I wish to receive a paper copy of the requested information. I understand that I must pay \$0.25 per printed page for paper copies. I understand that for all other requests, I must pay the actual cost of fulfilling the request as permitted by Wisconsin Statutes. Charges must be paid in full before any portion of the information requested is released. Make payment in cash or check or money order payable to the Village of Mukwonago. Per Wis. Statutes, Chapter 19.35.3, the Village can charge fees to recover costs to provide copies of data, including costs associated with searching, compiling, copying, mailing, or otherwise transmitting data. We do not charge for inspection of data or for separating non-public data from public data.
PICK UP MY PAPER COPIES I will pick this information up when it becomes available. Please contact me at above-listed contact information when the documents are ready.
U.S. MAIL Please contact me at the above-listed contact information and inform me of all costs, (e.g. copies, postage, shipping, etc.) and, upon payment, mail the requested information to me at the address listed above.
ELECTRONIC MAIL Please e-mail and inform me of all applicable costs and, upon payment, e-mail the requested information to me at the e-mail address listed above.
NO COPIES / IN-PERSON REVIEW I do not want copies but wish to inspect the originals of the requested information at no cost. Please contact me at the above-listed contact information to schedule a time when records will be available for viewing.

In making this request, I understand that:

- The Village of Mukwonago is under no obligation to create a document that does not already exist.
The Village of Mukwonago is under no obligation to provide items deemed confidential under the Wisconsin Open Records Law, Wis. Stat. 19.35(1)(am)(1).
Depending on the request, it may take up to ten (10) business days or more for the Village of Mukwonago to fulfill this request.
Any request will be filled on a first-come, first-served basis.

Signature of Requester: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR VILLAGE USE ONLY**

Date Received: \_\_\_\_\_ Received by (employee): \_\_\_\_\_

Action taken by Village in obtaining information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Disposition of request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee releasing information: \_\_\_\_\_ Date information released: \_\_\_\_\_ Method of Delivery: \_\_\_\_\_

Fee Received (If required): \_\_\_\_\_