

WAUSHARA COUNTY SHERIFF'S OFFICE

430 E. Division Street - Wautoma, WI 54982

Telephone No: 920 -787-3321

Fax No: 920 -787-7685

OPEN RECORDS REQUEST

I, _____, request the following records pursuant to the Open Records law, Wisconsin Statutes, Section 19.21 et. seq.:

I understand that the information being requested may be protected by confidential laws prohibiting the documents disclosure under Wisconsin Statutes including, but not limited to, Section 19.32 through 19.39 and that if any records are protected under the state statutes (for example ss.19.36), I may not be entitled to copies under the open records law.

I further understand that:

Pursuant to ss. 19.35(4) stats., copies of the records requested or a written explanation of the reason(s) the request is being denied will be provided within **TEN (10) business days** of submitting this request.

-and-

Pursuant to ss. 19.35(3) stats., the Waushara County Sheriff's Department will charge for the actual, necessary, and direct cost of reproduction and mailing of the reproduced records. Prompt payment of said cost(s) will be required.

Dated this ____ Day of _____, 20 ____.

Records Requestor

Phone Number

Requestor's Address

City

State

Zip

DATE REQUEST COMPLETED: _____

Copies of records are available through oral or written requests (Sheriff's option) during regular office hours (8:00-4:30) Monday through Friday, legal holidays excepted.

PHOTOCOPIES \$1.00 per page
POSTAGE: Actual cost to mail requested material
FAXING: \$1.25 per page
PHOTOGRAPHS: \$2.00 per photograph
DIGITAL MEDIA: \$20.00 per CD, DVD, OR video tape