

# Waushara County Sheriff's Office

430 East Division Street  
Wautoma, WI 54982

Phone: 920-787-3321  
Fax: 920-787-7685

## OPEN RECORDS REQUEST

Name \_\_\_\_\_ Birth Date \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Case No. \_\_\_\_\_

Information Requested \_\_\_\_\_ Accident Report \_\_\_\_\_ Officer Report \_\_\_\_\_ Photos

\_\_\_\_\_ Squad Video \_\_\_\_\_ 911 Call Audio \_\_\_\_\_ Radio Traffic Audio \_\_\_\_\_ Witness Statements

Additional Information \_\_\_\_\_

Location of Incident \_\_\_\_\_

Date of Incident \_\_\_\_\_

Send By: \_\_\_\_\_ Mail \_\_\_\_\_ Fax \_\_\_\_\_ Claim No. \_\_\_\_\_

<b><u>COSTS</u></b>	Photocopies	\$1.00 per page
	Postage & Handling	Actual Cost (\$1.25 minimum)
	Faxing	\$1.25
	Printed Photos	\$2.00 each
	Photos on CD	\$30.00
	Digital Media (CD, DVD, etc.)	\$30.00 each

### Prompt payment of fees is required. We do NOT email records.

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 reasons(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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date