



Open Records Request Form

Request: A request to inspect or copy a record shall be made to the legal custodian. A request shall be deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. A request may be made orally but a request must be in writing before an action to enforce the request is commenced under section 19.38, Statutes. Each custodian, upon request of any record, shall, as soon as practicable and without delay, either fill the request or notify the requestor of the authority's determination to deny the request in whole or in part. Submit open records request to the City Clerk in person or by mail: City of Ashland, 601 W. Main Street, Ashland, WI 54806.

Access: Records will be available for inspection and copying during normal business hours Monday – Friday, 8:00 a.m. – 4:00 p.m. The legal custodian may require supervision during inspection or may impose reasonable restrictions on the manner of access to an original record. 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 practicable and without delay.

Fees: The cost of photocopying shall be provided in Ordinance 165, the City of Ashland Comprehensive Fee Schedule. The actual cost shall be charged for providing a copy of other records not in printed form, such as films, computer printouts and audio or video-tapes, shall be charged. If mailing or shipping is necessary, the actual cost thereof shall also be charged. The actual cost of location of records will be charged; however, there shall be no charge for locating of records unless the actual cost exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requestor. The legal custodian will estimate the cost of all applicable fees and may require a cash deposit adequate to assure payment, if such estimate exceeds \$5.00. The basic fees, as established by Ordinance 165, are attached for reference.

Limitations: As provided by Statute 19.36, certain records are exempt from inspection. You will be notified if your request cannot be fulfilled because of its exempt status.

REQUESTOR'S INFORMATION *(Please Print)*

Date of Request: _____

Requestor's Name/Affiliation: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Other Contact Information: _____

RECORDS REQUESTED – Please be specific and describe the records being requested with dates noted, if necessary. Attach additional pages if required.

CIRCLE ONE: *Pickup* or *Mail* Information

Additional Information or Comments:

OPEN RECORDS REQUEST AGREEMENT:

I agree to pay the costs of photocopying, duplications, and labor costs involved in retrieving information that is not readily available, and the cost of mailing or faxing. In the event the estimated charges exceed \$5.00, I agree to make a deposit as required by Ordinance 133.

I understand that the City of Ashland, WI may withhold information which is not considered public information under the Wisconsin Open Records Law, accompanying Attorney General Opinions and case law. I also understand that the City of Ashland is required to release only those documents that exist, in their current state, and that the City is not required to compile or create specific information in formats for my use.

Signature Required: _____ Date: _____

FEES - Consult Ordinance 165, Comprehensive Fee Schedule, for a full listing of applicable chargesBlack & White Copies/ Prints

8.5" x 11" Single-Sided Copy	\$0.20
8.5" x 11" Double-Sided Copy	\$0.30
8.5" x 14" Single-Sided Copy	\$0.30
11" x 17" Single-Sided Copy	\$0.40
11" x 17" Double-Sided Copy	\$0.60

Color Print

8.5" x 11" Single-Sided Print	\$1.00
8.5" x 14" Single-Sided Print	\$1.50
11" x 17" Single-Sided Print	\$2.00
24" x 36" Single-Sided Print	\$9.00

Computer Disc (CD/DVD) or electronic file preparation (data, maps, exhibits) \$15.00/each

Map/Exhibit Plotting or Printing Fee

8.5 x 11 (color)	\$2.00/first page \$1.00/each thereafter
8.5 x 11 (black and white)	\$1.00/first page \$.50/each thereafter
8.5 x 14 (color)	\$2.00 first page \$1.25/each thereafter
8.5 x 14 (black and white)	\$1.00/first page \$0.75/each thereafter
11 x 17	\$2.00/each
24 x 36	\$10.00/each
36 x 42	\$12.00/each
Large or custom sizes	\$1.50/sq ft
Premium Paper (Heavy Weight Glossy or Satin)	\$ 3.00/sq ft

City Clerk Fees

Council Packets	\$5.00
Planning Commission Packet	\$5.00
Committee of the Whole Packet	\$5.00
Budget Book	\$25.00

Location of Records

The actual cost of location of records will be charged; however, there shall be no charge for locating of records unless the actual cost exceeds \$50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requestor.

MUNICIPAL RECORDS USE

Date Stamp When Received:

Time Received: ____:____ AM PM

Received By: _____

Date Completed: _____

Time Completed: ____:____ AM PM

Access to Documents: Approved Denied

Records Custodian:

Signature *Date*

No. of Pages _____ Fees Received: \$ _____

(Attach Paid Invoice or Receipt)

Remarks/Actions: _____

