CITY OF CUDAHY
OPEN RECORDS REQUEST

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pickup in compliance with ss 19.35(4).

In making this request, I understand that I will be charged for the various services requested. There is no cost to view the reports requested.

Requester's Name:_____DOB:_____

Address_____Phone No._____

City_____State_____ZIP_____

Date of Request:_____

Request received by:_____

How Received: Mail_____ In Person_____

Specific records

requested_____

_____

_____

Are copies requested? (please initial your response) Yes_____No_____

The Clerk's Office upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the authority's determination to deny the request in whole or in part and the reasons therefore. If a request is made orally, the Clerk's Office may deny the request orally unless a demand for a written statement of the reasons denying the request is made by the requester within 5 business days of the oral denial.

(TO BE COMPLETED BY APPROVING AUTHORITY)

Request received by_____

How Received: Mail_____In Person_____

Request approved: Yes_____No_____ Authority_____

If denied, reason for

denial:_____

_____

(If Denied: Denial can be reviewed by writ of mandamus procedure or upon application to the District Attorney of this county, or the Attorney General of the State of Wisconsin).

PHOTOCOPIES:	$.25 per paper page. $2.00 for mail requests plus cost of copies per above
COMPUTER:	$75.00 city wide tax or assessment roll data files. Voter listing: $25.00 for voter listing request plus $5.00 per every thousand voters. $.50 per label and $.25 per electronic data page.
PHOTOGRAPHS:	$2.00 per print (regular size)
VIDEO/AUDIO CD:	Actual necessary and direct cost of providing a video tape copy. $10.00 per tape/CD plus $12.00 per page for a transcript of the recording, if a transcript of the recording is requested.
FILE/DATABASE RESTORES:	Charged at a time and material basis.
SEARCH HOURS:	$14.24 per hour (only if cost exceeds $50.00)

IN ADDITION: Necessary cost of mailing, shipping via special delivery, next day delivery or the fees involved with a delivery service. Should the cost of locating a record retained by the City Clerk's Office exceed $50.00, that cost will be charged to the person making the request per state statute 19.35(3)(c). If the total estimated cost of any fee or fees proposed for the providing of a record retained by the Cudahy City Clerk's Office exceeds $5.00, prepayment is required for the compliance with request per state statute 19.35(3)(f).

How distributed: Employee_____Mail/Email/FAX_____In Person_____