



11011 BRIGHAM AVE / P.O. BOX 189
 BLUE MOUNDS, WI 53517-0189
 TELEPHONE (608) 437-5197
 FAX (608) 437-4198

PUBLIC RECORDS REQUEST

Please review the back of this form for information about requesting public records.

Complete this form to request a public record.

Public records may be requested, inspected and/or copies obtained during normal business hours of 8:00a.m. - 4:30p.m. Mon. - Thurs., excluding holidays. Please allow seven (7) business days for information to be researched. You will be notified when records are available for your inspection or release.

The cost is \$0.25 per page. Requests amounting to \$5.00 or more require a prepayment in accordance with §19.53 (3) (f) of the Wis. Stats.

Requester Information

| | | | |
|-----------------------------|------------------------------|------------------------|---|
| First & Last Name: | | Contact Phone #: | |
| Street Address or P.O. Box: | | City: | State: Zip Code: |
| Company/Organization Name: | | Job Title/Affiliation: | |
| Fax: | Email: | | Preferred Contact: Phone Fax Email |
| Delivery: | Pick Up Electronic Mail | Fax | Post |
| Document(s) Requested: | | | |
| Reason Requested: | | | |

Office Use Only

| | | | |
|-------------------------|-----------------------|---------------|----------------------|
| Received by (Initials): | Pages: | Fee: \$ | Date When Received: |
| Amount Prepaid: \$ | Balance Remaining: \$ | | Date When Completed: |
| Prepayment Receipt #: | | Completed By: | |
| Final Payment: \$ | Receipt #: | Signature: | |

Notice Regarding Public Records

Who Can Request a Public Record?

Except as otherwise provided in the Village of Blue Mounds Municipal Code of Ordinances and §19.36 Wis. Stats., any person has a right to inspect a record and to have made or receive a copy of any record as provided in §19.35 Wis. Stats.

Who is responsible for Public Records?

In accordance with §19.33 of the Wis. Stats., the Village Clerk acts as legal records custodian for the Village of Blue Mounds.

The following individuals, or respective designees thereof, shall be the legal custodian of records for the corresponding offices or authorities.

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|---------------------------|---|
| General Village Records | Mary Jo Michek, Village Clerk/Treasurer |
| Building & Zoning Records | Mary Jo Michek, Village Clerk/Treasurer |
| Public Works Records | Dan Foster, Public Works Director |
| Police Department Records | Chief Hoops, Chief of Police |
| Municipal Court Records | Municipal Court Clerk |

Where and When Can I Request Public Records?

Requests to inspect public records may be made to the Clerk at the Blue Mounds Village Hall, 11011 Brigham Ave., Blue Mounds, WI 53517. Public records may be requested, inspected and/or copied during normal business hours (8:00a.m.- 4:30 p.m. Mon.- Thurs., excluding holidays).

In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to a public records request as soon as is practicable and without delay. Please fill out the Public Records Request Form on the other side of this document.

How Much Does a Request Cost?

The cost of printing or photocopying records shall be \$0.25 per page. In some cases, such costs may go beyond simply copying a requested record. In these cases, the records custodian may charge for any and all costs associated with complying with a public records request up to and including applicable shipping, mailing and hourly wages of the records custodian or a designee thereof.

Per §19.35(3) (f) of the Wis. Stats., a prepayment of such costs associated with a public records request in excess of \$5.00 may be required prior to processing the request.