

**REQUEST FOR ACCESS TO PUBLIC RECORD**

TOWN OF GRAFTON / CLERK'S OFFICE  
1102 BRIDGE STREET  
GRAFTON, WI 53024

**REQUESTER PLEASE NOTE** Under Wisconsin law a request for access to a public record "is 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." See Wisconsin Statutes § 19.35(1)(h).

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REQUESTER PLEASE NOTE Under Wisconsin law a request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." See Wisconsin Statute §19.35(1)(i). You are being asked to provide the information called for below on a voluntary basis. Thank you.

DATE OF THIS REQUEST: \_\_\_\_\_  
NAME OF THE REQUESTER: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PURPOSE OF REQUEST:

\_\_\_\_\_  
\_\_\_\_\_

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TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD

DATE / TIME REQUEST RECEIVED:	MEANS OF DELIVERY TO REQUESTER:
ACTION TAKEN: <input type="checkbox"/> REQUEST APPROVED IN WHOLE <input type="checkbox"/> REQUEST APPROVED IN PART* <input type="checkbox"/> REQUEST DENIED*	DATE & TIME REQUEST COMPLIED WITH:  DATE & TIME REQUEST DENIED:
NAME AND TITLE OF LEGAL CUSTODIAN(S) ACTING UPON RECORDS REQUEST:	AMOUNT OF FEE IMPOSED ON REQUESTER: _____
_____	AMOUNT PAID: _____

\* Attach copy of any written statement of reason for partial compliance or denial by legal custodian

# **TOWN OF GRAFTON**

## **NOTICE OF PUBLIC RECORDS ACCESSIBILITY (State Statute 19.34(1) Procedural Information)**

Except as otherwise provided by Statute, any person has a right to inspect a record and to make or receive a copy of such record as provided in Wisconsin Statutes 19.34.

Custodian of the public records for the Town of Grafton is the Town Clerk.

Public Records may be requested, inspected and copies obtained during the regular business hours of the Town of Grafton, Office of the Clerk Monday through Friday from 8:30 a.m. – 4:30 p.m.

Town Hall Office is located at 1102 Bridge Street, Grafton, WI 53024, Office Phone 262-377-8500.

The cost of photocopying a requested record shall be twenty five cents (\$0.25) per page. Said cost has been calculated not to exceed the actual, necessary, and direct cost of reproduction. In addition to the copying cost, the Town reserves the right to charge the applicant for the time required to obtain the requested record, if it is determined that the cost of obtain such record is \$50.00 or greater. The Town can require pre-payment of the fees only if the fee exceeds \$5.00. The Official Custodian of the requested record may provide copies of said record without charge, or at a reduced charge, if it is determined that a waiver of the fee or a reduction of the fee is in the public interest. No copies shall be mailed to any applicant unless prior arrangements are made with the Town Clerk for payment of postage.

A Request For Access to Public Records form will be provided, upon request, to aid you in describing the requested record. Public Record requests shall be submitted to the Town Clerk's Office for review and distribution.