

# VILLAGE OF BIRCHWOOD

101 N. MAIN STREET  
BIRCHWOOD, WI 54817

# Open Records Request

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Records Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Agreement

The order of records is to be maintained at all times. No item is to be removed from its position in files except for copy purpose. Copying is to be done in the Village Hall one item at a time and original returned to file before proceeding.

### Fees as follows:

Paper Copies - made by legal custodian	\$ 0.25 per page
Audio Copies	\$ 5.00 per tape/CD
Digital Copies on Flash Drive	\$ 5.00 per flash drive

Any request requiring research, compilation, etc., must be in writing and must be approved by the Board before beginning of project by legal custodian. \$ 25.00 per hour

Any other form of a copy of a record	At Cost
Mailing or shipping of a record	At Cost

Fax Transmittal - local	\$ 1.00 per page
Fax Transmittal - non-local	\$ 2.00 per page

The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that the waiver or reduction of the fee is in the public interest.

The legal custodian may require prepayment by a requester of any fee or fees imposed under this policy if the total amount exceeds \$5.00 (19.35(3)).

Date Request Made: \_\_\_\_\_

Fees to be Paid: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Receipt #: \_\_\_\_\_

Completed by: \_\_\_\_\_