

TOWN OF GULL LAKE

REQUEST FORM FOR ACCESS TO OR COPY OF PUBLIC RECORD

TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD IN POSSESSION OF THE AUTHORITY OF THE TOWN OF GULL LAKE, WASHBURN COUNTY, WISCONSIN

Description of the record(s) to be inspected and/or a copy made:

PLEASE NOTE: A request "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 records does not constitute a sufficient request." (s. 19.35 (1) (h), Wis. stats.) The request may be made orally, but a request must be in writing before an action to enforce the request is commenced under s. 19.37, Wis. stats.

Date and time requested to inspect record: _____

Date and time requested for copy of record: _____

Name and address of requester: _____

Phone number of requester (optional): _____

Is the record or part of the record requested a personnel record of a town employee? Yes ___ No ___. If "yes", what employee? _____

Amount of any pre-payment paid to legal custodian (s. 19.35 (3) (f), Wis. Stats.): _____

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TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

Municipal authority receiving request: _____

Date and time request received: _____ Date and time request completed: _____

Was the request acted upon within 10 days of the request? Yes _____ No _____. Action taken on request:
() Approved () Approved in part and denied in part () Denied

If the requested record was a personnel record, was the town employee notified of the request? Yes ___ No _____

For a denial, attach a copy of any statement of the reasons denying access to, a copy of, or other information contained in any public record covered by this request. If the request for the record was in writing, the denial determination is subject to review by mandamus under s. 19.37 (1), Wis. stats., or upon application to the attorney general or a district attorney. (s. 19.34 (4) (b), Wis. stats.)

Amount of pre-payment requested: _____ Amount of any fee to be paid by requester: _____

Reason for fee: _____

Name and title of legal custodian or deputy acting upon request: _____

If a personal record request, list the date and name and address of the town employee notified in writing as to the request and response, if any, received from the employee.

STATE OF WISCONSIN

WASHBURN COUNTY

TOWN OF GULL LAKE

PUBLIC RECORDS NOTICE

The Clerk of the Town of Gull Lake, Washburn County, Wisconsin, by this notice states the Clerk of the Town of Gull Lake has been designated under s. 19.33, Wis. Stats., as the legal custodian of records for the Town of Gull Lake, except that elected officials are the custodians of their own records of office and chairpersons of committees of elected officials are custodians of the records of the committee. The public may obtain information and access to records in the custody of the clerk as follows:

The town clerk does not maintain regular office hours at the location where records of the Town in the town clerk's custody are kept. The Town will permit access to its records upon at least 48 hours written or oral notice to the legal custodian of the record of the intent to inspect or copy a record.

The main location of the records in the custody of the clerk is as follows:

Lolita Olson, Clerk/Treasurer
N10035 Gardner Lake Road
Springbrook WI 54875
715/466-4665

Pursuant to Sec. 19.35 (3) (a), the Town has established fees as follow:

- For copies, 25 cents per page;
- Actual fees for maps, tape recordings and other unique records;
- \$10.00 per hour for location fee (this fee is not collected unless total costs are more than \$50.00);
- Prepayment will be required if costs are estimated to exceed \$5.00

Dated this 13th day of February, 2007.

Lolita Olson, Clerk/Treasurer

Katherine Berndt, Chair