

**Village of Chenequa  
Wisconsin**

**REQUEST FOR ACCESS TO OR COPY OF PUBLIC RECORD**

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**TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD**

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

Please Note: Under State 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 records does not constitute a sufficient request." [19.35(1)(h), Wis. Stats.]

Name of Requester:

Mailing Address of Requester:

Purpose of Request:

Please Note: 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." [19.35(1)(i), Wis. Stats.] You are being asked to provide the information called for on a voluntary basis. Thank you.

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**TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD**

Municipal department or office receiving request:

Date and time request received:

Date and time action completed:

Action taken on request:

Approved       Approved in part and denied in part       Denied

Please attach copy of any statement denying access to , a copy of, or information contained in any public record covered by this request.

Amount of any fee paid by requester:

Name and Title of legal custodian or deputy acting on request:

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