



Village of Chenequa Police Department
Request for Access to or Copy of Public Record

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

DATE OF REQUEST: \_\_\_\_\_

DESCRIPTION OF RECORD(S) TO BE INSPECTED AND/OR A COPY OF:

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

Please note: Under WI State law, a request for access to a public record "is deemed sufficient if it reasonable 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 PERSON MAKING REQUEST: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

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 the 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.

TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

DATE & TIME REQUEST RECEIVED: \_\_\_\_\_

ACTION TAKEN ON REQUEST

- [ ] Approved
[ ] Denied
[ ] Approved in part/Denied in part

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

Signature of Custodian approving release: \_\_\_\_\_

Fee Due: \_\_\_\_\_ Paid: YES NO

Date & Time Record released: \_\_\_\_\_ Released By: \_\_\_\_\_