

VILLAGE OF HORTONVILLE
REQUEST FOR ACCESS TO
OR COPY OF PUBLIC RECORD

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

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.

TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

Municipal department, office or work unit receiving request:

Date and time request received:	Date and time action completed:
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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/title of legal custodian or deputy acting on request:
