

# **NOTICE OF PUBLIC RECORDS ACCESSIBILITY**

(Section 19.34(1), Wis. Stats., Procedural Information)

Except as otherwise provided, any person has a right to inspect a record and to make or receive a copy of any record as provided in Section 19.34 of the Wisconsin Statutes.

The following Department Heads are designated records custodian for their respective Department:

Thomas G. Wilson, Attorney/Administrator/Clerk-Treasurer  
Robert C. Anderson, Utility, Finance and Information Systems Manager

As it is impractical to name every record, only the department and the official custodian for the records of that department of the Town are listed above. If you are interested in a specific record please ask the office staff of the Town and they will tell you which department has custody of that record. A Request For Access to Public Records form will be provided by the office staff to aid you in describing the requested record.

The cost of photocopying shall be twenty five cents (\$.25) per page. This cost has been calculated not to exceed the actual, necessary and direct cost of reproduction. No copies shall be mailed to any applicant unless prior arrangements are made with the Town Clerk for payment of postage.

Public Records may be requested, inspected and copies obtained during normal business hours Monday through Thursday, 8:00 am to 4:30 pm and Friday, 7:30 am to noon, at the Kennedy Administration Building, 5387 Mary Lake Road, Waunakee, Wisconsin.

**REQUEST FOR ACCESS TO PUBLIC RECORD**

Town of Westport  
5387 Mary Lake Road  
Waunakee, WI 53597  
(608) 849-4372

REQUESTER PLEASE NOTE Under Wisconsin 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 record does not constitute a sufficient request.” See Section 19.35(1)(h), Wis. Stats.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

REQUESTER PLEASE NOTE Under Wisconsin law 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.” See Section 19.35(1)(I), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

DATE OF THIS REQUEST: \_\_\_\_\_ NAME OF REQUESTER: \_\_\_\_\_  
ADDRESS OF REQUESTER:

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PURPOSE OF REQUEST:

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TO BE COMPLETED BY LEGAL CUSTODIAN OF RECORD REQUESTED OR DEPUTY

REQUEST RECEIVED ON: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ACTION TAKEN: \_\_\_ REQUEST APPROVED IN WHOLE  
                  \_\_\_ REQUEST APPROVED IN PART\*  
                  \_\_\_ REQUEST DENIED\*

NAME OR TITLE OF LEGAL CUSTODIAN OR DEPUTY ACTING ON REQUEST:

\_\_\_\_\_

MEANS OF DELIVERY TO REQUESTER: \_\_\_\_\_

DATE AND TIME REQUEST COMPLIED: \_\_\_\_\_ DENIED: \_\_\_\_\_

AMOUNT OF FEE IMPOSED ON REQUESTER: \_\_\_\_\_

\*Attach copy of any written statement of denial by legal custodian/deputy