



City of Clintonville Wisconsin 54929

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| CITY HALL | 50 10 th Street | 715-823-7600 |
| PUBLIC WORKS & AIRPORT | 160 Bennett Street | 715-823-7685 |
| PARKS AND RECREATION | 55 E. 12 th Street | 715-823-7660 |
| WATER & ELECTRIC UTILITIES | 50 10 th Street | 715-823-7600 |
| WASTE WATER | 350 15 th Street | 715-823-7675 |
| POLICE DEPT (non-emergency) | 35 S. Clinton Avenue | 715-823-3117 |
| FIRE DEPT (non-emergency) | 50 10 th Street | 715-823-3750 |
| LIBRARY | 75 Hemlock Street | 715-823-4563 |
| CITY HALL FAX MACHINE | | 715-823-1352 |

OPEN RECORDS REQUEST FORM

Completion of this form will assist us in processing your request.

Date: _____ Time: _____

Requestor's Name: _____

Requestor's Address: _____

City: _____ State: _____ Zip: _____ Phone : _____

Description of Public Records to Be Inspected and/or a copy made (be as specific as possible):

TO BE COMPLETED BY RECORDS CUSTODIAN

Date & Time Received: _____ Means of Delivery: _____

Action Taken: Approved in Whole
 Approved in Part (written reasons for partial denial are attached)
 Denied (written reasons for denial are attached)

Date & Time Request Complied/Denied: _____

Custodian Approving/Denying: _____

Fee Imposed: _____ Deposit Required: _____

Date Paid: _____ Receipt #: _____