



# City of Clintonville Wisconsin 54929

CITY HALL	50 10 <sup>th</sup> Street	715-823-7600
PUBLIC WORKS & AIRPORT	160 Bennett Street	715-823-7685
PARKS AND RECREATION	55 E. 12 <sup>th</sup> Street	715-823-7660
WATER & ELECTRIC UTILITIES	50 10 <sup>th</sup> Street	715-823-7600
WASTE WATER	350 15 <sup>th</sup> Street	715-823-7675
POLICE DEPT (non-emergency)	35 S. Clinton Avenue	715-823-3117
FIRE DEPT (non-emergency)	50 10 <sup>th</sup> 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 #: \_\_\_\_\_