



CITY OF ELKHORN
9 SOUTH BROAD STREET
P.O. BOX 920
ELKHORN, WISCONSIN 53121
262-723-2219
Fax 262-741-5131
www.cityofelkhorn.org

OPEN RECORDS REQUEST

Date of Request: Requesters Phone:

Requestor's Name:

Address:

City: State: Zip:

Records Requested (Be as specific as possible; names/dates/locations; attach additional info. if needed):

Three horizontal lines for providing record details.

How do you want to receive records? Pickup Mail E-mail

Email Address:

Additional information or comments:

Horizontal line for additional information.

To Be Completed By Approving Authority: Received by: Approved: Yes No Authority: If denied, reason for denial:

Photocopying Rates according to State Statutes and our Municipal Code:

Standard cost is \$.25 per copy. If locating records exceeds \$50.00 there will be an hourly charge of \$16.23. Actual costs will be determined by the City Clerk and billed to the requestor. If copies larger than 11x17 are requested, out-sourcing will be needed and those charges incurred by the City will also apply to the requestor's total bill. Please note: If requested information is not picked up within 2 weeks after you are notified that it is available, a new request will be required. You will be charged for both searches.