

Village of Lomira
Office of the Administrator-Clerk-Treasurer
425 Water Street
Lomira, WI 53048
(920) 269-4112
Fax: (920) 269-4484
Email: jrhein@villageoflomira.gov
www.villageoflomira.gov

OPEN RECORDS REQUEST

(2022)

*Submit completed form to Clerk/Treasurer

Notice: This form is offered for your convenience to place your request for open records from the Village of Lomira Clerk/Treasurer office. You are not required to complete this form or to provide the requested information. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records law [WI Stats. § 19.31-19.39]. The Village of Lomira is committed to principles of open government and accountability. All records that are kept by the Village of Lomira and its employees in connection with the transaction of public business are subject to public inspection, unless a record is specifically exempt from this requirement. Fees are required for some records requests. If the fee is \$50 or more we require prepayment. We will review your request and estimate the amount of time and number of records we may have. Once we have an estimate, we will advise you if there is any prepayment of fees for your request to be fulfilled.

Requester Contact Information (optional)

Provide sufficient information to contact you and respond to your request. Having this information will make it easier to process your request and contact you if we have questions.

Requester Name or Company Name:			
Date of Request:	/	/	Phone Number: ()
Address:	City:	State:	Zip:
Contact Name (if different than requester's):			
Email:			
Other methods to contact requester:			

Records Requested (Please give as much description as possible; attach an additional page if necessary)

Reasonable Limit

A request for a record should have a reasonable limit as to subject matter or length of time represented by the record. If Village personnel are unable to determine what records are being requested or the request is overboard, they may ask the requester to be more specific or to narrow their request. Requesters are responsible for determining which records from among those located are relevant to their specific needs.

Record Description

When submitting an open records request, be sure to provide enough information so that we can efficiently process your request. The following are examples helpful in processing your request:

- What records are you seeking? Please be specific. i.e. all correspondence pertaining to ABC Company proposal
- Date(s) or date range of records. i.e. May 2008 to September 2008
- Complete names of businesses or property owners. i.e. ABC Company, Inc.
- Complete address of the property or other data about the location of the property. i.e. 123 Main Street, Lomira, WI 53048
- Other identifiers such as case or permit or parcel number. i.e. 146-1317-0001-001

Hours of Business and Times to Inspect Records

Village of Lomira records are available for inspection and copying during normal business hours. Arrangements must be made with the Clerk/Treasurer at the location of the records.

Fees for Copies of Records

The Village of Lomira charges actual, necessary and direct costs for locating and copying records. The Village of Lomira has established the fees listed below. Not all record requests will require fees.

If the fee is \$50 or more, we require prepayment. We will review your request and contact you if prepayment of the fees is required for your request to be fulfilled. For fees less than \$50, payment will be due at time records are available for requester.

A 'copy' includes a fax, scan, photocopy or computer generated page.

Service	Fee
Copies (per page)	\$.25
Scanning, Faxing, Emailing	\$1.00 for pages 1-4, then \$.25 per page thereafter. If it takes more than one hour, actual salary of the person making the copies/scanning the document is additional
Location fee	\$25 per hour if the cost to locate the records takes more than one hour
CD/DVD/diskette	actual and direct cost
Photographic work, reproduction, transcription	actual and direct cost
Postage for mailing or shipping	actual and direct cost

This section for office use only

Date received: _____ By: _____

Date fulfilled: _____ By: _____

Cost: _____ Date Paid: _____