



VILLAGE OF DOWNING

402 Main St
Downing, WI 54734

(715) 204-4210
DowningWI.com

PUBLIC RECORDS REQUEST FORM

Requestor Information

Name: _____

Address: _____

Phone: _____ Email: _____

Information on the Record Being Requested

Date of Record Requested: _____

Record Requested: _____

Details to Aid in Record Retrieval: _____

Signature: _____ Date: _____

Mail this record request form to: **Village of Downing, 402 Main St, Downing, WI 54734**

Requests are charged at a rate of \$0.25 per page + actual mailing costs.

Pursuant to 19.35(3)(f), Wisconsin Statutes, if the amount to be imposed is more than \$5.00, the authority may require prepayment. Pursuant to Section 19.35(3)(c), Wis. Stats., if the cost to locate the record will cost more than \$50.00, the authority may require payment of the location costs.

Please allow 30 days from the date postmarked for request fulfillment. If additional information is required, the fulfillment timeline may be longer. If this is the case, the requestor will be notified.

The Village is not obligated to provide records in the format requested. Grebner v. Schiebel, 2001 WI App 17, 240 Wis.2d 551.

For Office Use Only

Request Received by: _____

Approved: _____ Denied: _____ (reason given below)

Date Received: _____

Date Fulfilled: _____