

Village of Kronenwetter Open Records Request

THIS FORM IS TO BE COMPLETED WHEN REQUESTING VILLAGE RECORDS. PLEASE SUBMIT THE COMPLETED FORM TO THE VILLAGE CLERK BOBBI BIRK-LABARGE VIA USPS OR EMAIL TO BBIRKLABARGE@KRONENWETTER.ORG.

DATE OF REQUEST: _____ **DELIVERY TYPE:** MAIL PICKED UP EMAIL

NAME: _____ **PHONE NUMBER:** _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

RECORDS REQUESTED (PLEASE BE AS SPECIFIC AS POSSIBLE- NAME, DATES, LOCATION)

YOU MAY ALSO SCHEDULE A TIME TO INSPECT RECORDS. PLEASE CALL THE VILLAGE CLERK FOR AN APPOINTMENT.

RATES ACCORDING TO STATE STATUES AND OUR MUNICIPAL CODE:

- PHOTOCOPYING: \$.15 PER PAGE (BLACK AND WHITE) \$.25 PER PAGE (COLOR)
- LOCATION FEES MAY BE IMPOSED IF THE COST OF LOCATION ALONE IS \$50 OR MORE. INCLUDES SEARCHING FOR AND IDENTIFYING RESPONSIVE RECORDS BUT DOES NOT INCLUDE REDACTION.
- IN RARE INSTANCES, AN EMPLOYEE WITH SPECIAL SKILLS MAY BE NECESSARY TO CONDUCT A SEARCH AND A HIGHER HOURLY RATE MAY BE ASSESSED.
- APPLICABLE SHIPPING AND OR/MAILING FEES
- PREPAYMENT MAY BE REQUIRED FOR RECORD REQUESTS GREATER THAN \$5.00.
- WHERE APPLICABLE ACTUAL COST OF MEDIUM USED FOR REPRODUCTION WILL BE REQUIRED. (I.E. DISC, FLASH DRIVE)

**-- Office Use Only --
TO BE COMPLETED BY APPROVING AUTHORITY**

RECEIVED BY: _____ APPROVED: YES NO

AUTHORITY: _____

IF DENIED, REASON FOR DENIAL: _____

Public Records Request Fee Schedule Estimates



“An authority may impose a fee upon the requester of a copy of a record which may not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established or authorized to be established by law.” - Wis. Stat. § 19.35 (3)(a).

<p>HARD COPIES</p>	<p>Includes any paper records provided by:</p> <ul style="list-style-type: none"> • Copying a paper record • Printing an electronic record 	<p>\$.15 per page (black and white) \$.25 per page (color)</p> <p>Fee calculation: copy and paper cost</p> <p><i>In rare instances, specialized skills, equipment, or technology, may result in additional copy costs.</i></p>
<p>ELECTRONIC COPIES</p>	<p>Include any electronic records provided by:</p> <p>● Email ● PDF ● DVD ● Flash Drive ● Other electronic format</p>	
	<p>Paper to Digital Includes scanning physical documents and saving them into a digital format for electronic distribution.</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>
	<p>Digital to Physical Includes copying records already in digital format onto physical medium for distribution.</p>	<p>Cost of physical medium: Flash drive (each): actual device cost Fee calculation: Cost of physical medium used</p>
<p>Digital to Digital Includes copying records from one digital format to another for distribution (e.g., email).</p>	<p>Fee waived <i>In rare instances, specialized skills, equipment, or technology, may result in copy costs.</i></p>	
<p>LOCATION FEES</p>	<p>May only be imposed if the cost of location alone is \$50 or more. Includes searching for and identifying responsive records but does not include redaction.</p>	<p>Staff time <i>In rare instances, an employee with special skills may be necessary to conduct a search and a higher hourly rate may be assessed.</i></p>

An authority may require prepayment of any fee imposed if the total amount exceeds \$5.

Updated: August 2023