

◆ ◆ ◆ TOWN OF VERONA ◆ ◆ ◆

WI S.S. 19.35 – REQUEST FORM FOR ACCESS TO OR COPY OF PUBLIC RECORD

Town of Verona, County of Dane, Wisconsin

I. TO BE COMPLETED BY PERSON REQUESTING ACCESS TO OR COPY OF RECORD IN POSSESSION OF THE AUTHORITY OF THE TOWN OF VERONA, DANE COUNTY, WISCONSIN.

Description of the record(s) to be inspected and/or a copy made. Be as specific as possible.

Please note: A request “is deemed sufficient if it reasonably describes the requested record or the information requested. However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the records does not constitute a sufficient request.” (19.35(1)(h) WI S.S.

Name of Requester: _____ Phone #: _____

Address: _____ City _____ State _____ Zip _____

Email address: _____

SIGNATURE _____ DATE _____

Please note, a request may not be refused “because the person making the request is unwilling to be identified or to state the purpose of the request.” (19.35(1)(i) WI S.S.)

II. TO BE COMPLETED BY CUSTODIAN OR DEPUTY CUSTODIAN OF RECORD

Date and time request received: _____ Date and time request completed: _____

Action taken on request:

() Approved () Approved in part and denied in part () Denied

For denial, attach a copy of any statement form to the requestor authority denying access to, a copy of, or information contained in any public record covered by this request. If the request for the record was in writing, then the denial determination is subject to review by mandamus under 19.37(1) WI S.S., or upon application to the Attorney General or a District Attorney.

Amount of any Fee paid by Requester: _____ N/A – Email Request

Name of legal custodian or deputy acting on request: Teresa Withee / Clerk/Treasurer