

**REQUEST FOR ACCESS TO PUBLIC RECORD  
 VILLAGE OF MAPLE BLUFF CLERK/TREASURER'S OFFICE  
 18 OXFORD PLACE  
 MADISON WI 53704  
 608-244-3048**

REQUESTOR PLEASE NOTE: Under Wisconsin law a request for access to a public record "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 record does not constitute a sufficient request." See Section 19.35(1)(h), Wis. Stat.

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

REQUESTER PLEASE NOTE: Under Wisconsin law a request for access to a public record may not be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." See Section 19.35(1)(i), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

DATE OF THIS REQUEST: \_\_\_\_\_ DAYTIME PHONE: \_\_\_\_\_

NAME/ADDRESS OF REQUESTER: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE NUMBER: \_\_\_\_\_

PURPOSE OF REQUEST: \_\_\_\_\_

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TO BE COMPLETED BY LEGAL CUSTODIAN OF REQUESTED RECORD

DATE/TIME REQUEST RECEIVED:	MEANS OF DELIVERY TO REQUESTOR:
ACTION TAKEN:	DATE & TIME REQUEST COMPLIED WITH:
<input type="checkbox"/> REQUEST APPROVED IN WHOLE <input type="checkbox"/> REQUEST APPROVED IN PART* <input type="checkbox"/> REQUEST DENIED*	DATE & TIME REQUEST DENIED:
NAME AND TITLE OF LEGAL CUSTODIAN(S) ACTION UPON RECORDS REQUEST:	AMOUNT OF FEE IMPOSED ON REQUESTER:
_____ _____	_____ AMOUNT PAID: _____ DATE PAID: _____