

Town of Delavan

5621 Town Hall Road
Delavan, WI 53115

REQUEST FOR ACCESS TO OR COPY PUBLIC RECORDS

I. To be Completed by Person submitting Request

Describe record to be inspected, copied or information requested: _____

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." (Wis. Stat. section 1935(1)(h).)

Name of requester: _____

Mailing Address: _____

Purpose of the request: _____

Please note: A request cannot be refused "because the person making the request is unwilling to be identified or to state the purpose of the request." (Wis. Stat. section 19.35(1)(i).)

II. To Be Completed by Custodian or Deputy Custodian of Record

Date and time request received: _____

Date and time action completed: _____

Action taken on request: _____

____ Approved ____ Denied ____ Approved in part and denied in part

Please attach a copy of any statement denying access to, a copy of or information contained in any public record covered by this requester: _____

Signature and position of custodian action on request
