

Open Records Request Form

Town of Clayton Town Hall
 8348 Hickory Ave
 Larsen, WI 54947
 Phone: 920-836-2007
 Email: clerk@claytonwinnebago.wi.gov
 Website: <https://www.townofclayton.net/>



*Records may be release between the following hours:
 Monday - Thursday, 8:30 am to 3:00 pm & Friday, 8:30 am to 12:00 pm

REQUESTER'S INFORMATION

Name: _____ Phone: _____
 Address: _____
 Email: _____
 Fax Number: _____ Today's Date: _____

Per Wis. Statutes, [Chapter 19.35\(1\)\(i\)](#), applicants are not required to identify themselves or state a purpose for their request when making a request for open records.

DESCRIPTION OF DATA/RECORDS REQUESTED

Pursuant to the WI Open Records Law, [Chapter 19.35](#), Wis. Statutes, I hereby request the following information currently existing in the records of the Town of Clayton, Winnebago County, Wisconsin.

Information of Records Requested (Please be specific): _____

PREFERRED METHOD OF DELIVERY

Please know, additional fees may apply depending on which delivery method is chosen. Charges must be paid in full before any portion of the information requested is released.

_____ Paper Copy
 _____ Pick Up (please contact me at the above-listed contact information & inform me of all costs)
 _____ Mail (please contact me at the above-listed contact information & inform me of all costs)
 _____ Email (please contact me at the above-listed contact information & inform me of all costs)
 _____ Fax (please contact me at the above-listed contact information & inform me of all costs)

- Please allow at least ten (10) days for information to be researched. You will be notified as soon as the records requested are available to you.
- Any request will be completed on a first-come, first-served basis.
- Any information given orally or in writing by Town officials may be subject to errors or omission, and shall not be a binding liability upon the Town of Clayton.

 Signature of Requester

ADMINISTRATIVE CHARGES:

Requests requiring research shall be assessed labor fees
(this includes basic researches for Voter/Election Information for SVRS).
NOTE: Election "Walking Lists" are to be obtained from the Government Accountabilities Board (fees based on per/thousand voters basis)

_____ Hours(s) @ \$ _____/hour
(One hour minimum payment required, plus any additional hours)

_____ Number of Pages(s) @ \$ _____/page
equals \$ _____

\$ _____ Delivery Method Charge

See Fee Schedule

TOTAL: \$ _____

Employee's Initials: _____