



**VILLAGE OF MOUNT PLEASANT**

**REQUEST FOR ACCESS TO PUBLIC RECORD**

DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR A COPY MADE:  
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. 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 Sec. 19.35 (1)(h), Wis. Stats.

Requestor 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 state the purpose of the request.” See Sec. 19.85 (l)(l), Wis. Stats. You are being asked to provide the information called for below on a voluntary basis. Thank You.

NAME OF REQUESTOR:

PHONE #

PURPOSE OF REQUEST:

ADDRESS OF REQUESTOR:

**TO BE COMPLETED BY THE LEGAL CUSTODIAN OR RECORD REQUESTED OR DEPUTY**

DATE AND TIME REQUEST RECEIVED:

MEANS OF DELIVERY TO CUSTODIAN:

ACTION TAKEN:  
 Request approved in whole  
 Request approved in part\*  
 Request denied\*

DATE & TIME REQUEST COMPLIED WITH:

DATE & TIME REQUEST DENIED:

NAME AND TITLE OF LEGAL CUSTODIAN OR DEPUTY ACTING ON REQUEST:

AMOUNT OF FEE IMPOSED ON REQUESTOR:

\*Attach a copy of any written statement of denial by legal custodian/deputy.