



TOWN OF SPRUCE
OCONTO COUNTY
9097 COUNTY RD B, OCONTO FALLS, WI
PO Box 52, OCONTO FALLS, WI 54154
920-829-5111

REQUEST FOR PUBLIC INFORMATION OPEN RECORDS REQUEST FORM

- I will return to view the information.
- I will pick up a copy of the information.
- I would like the information mailed to me for a fee of \$4.25 or actual postage rate. (Whichever is higher.)

I understand that while I may view Public Documents located at Village Hall during normal business hours, I may not take original documents out of the secured area inside Village Hall. If I wish to remove documents, I will be charged a per page fee for all photo copies.

I also understand that some records may not be available for viewing at this time. Any records involved in court cases or legal negotiations will not be available until the cases or negotiations are completed. Meeting minutes are not completed until just prior to the next regularly scheduled Village Board Meeting. (3rd Wednesday of each month.) Some requests may require approval of the Village Attorney. **PLEASE PRINT**

Name: _____ Date: _____

Address: _____ City: _____ Zip: _____

FOR MAILING PURPOSES ONLY

I am requesting the following information: _____

PLEASE BE AS SPECIFIC AS POSSIBLE

Information will be available on _____ (date to be completed by Village Hall staff). Estimated cost of copies: _____ Estimated Staff time required to fill this request: _____ I have read and understand the potential costs involved with this Public Record search. If the estimated costs are over \$20, I understand that a deposit will be required before the requests can be completed.

Signature: _____ Date: _____ Deposit: _____