

# CITY OF MINERAL POINT

## PUBLIC RECORDS REQUEST

*Please review the back of this form for information about requesting public records.*  
Complete this form to request a public record.

Public records may be requested, inspected and/or copies obtained during normal business hours of Monday – Friday 8:00 a.m. – 4:30 p.m., excluding holidays. Please allow seven (7) business days for information to be researched. You will be notified when records are available for your inspection or release.

The cost is \$0.25 per page. Requests amounting to \$5.00 or more require a prepayment in accordance with §19.53 (3) (f) of the Wis. Stats.

### Requester Information

First & Last Name:				Contact Phone #:		
Street Address or P.O. Box:			City:		State:	Zip Code:
Company/Organization Name:				Job Title/Affiliation:		
Fax:		Email:			Preferred Contact:	
Delivery: <input type="checkbox"/>		Pick Up <input type="checkbox"/>		Electronic Mail <input type="checkbox"/>		Phone <input type="checkbox"/>
				Fax <input type="checkbox"/>		Fax <input type="checkbox"/>
				Post <input type="checkbox"/>		Email <input type="checkbox"/>
Document(s) Requested:						
Reason Requested:						

### Office Use Only

Received by (Initials):		Pages:	Fee: \$	Date When Received:
Amount Prepaid: \$		Balance Remaining: \$		Date When Completed:
Prepayment Receipt #:			Completed By:	
Final Payment: \$		Receipt #:	Signature:	

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## Notice Regarding Public Records

### ***Who Can Request a Public Record?***

Except as otherwise provided in Sec. 1.33 of the City of Mineral Point Municipal Code of Ordinances and §19.36 Wis. Stats., any person has a right to inspect a record and to have made or receive a copy of any record as provided in Sec. 1.33(5) of the Mineral Point Code and §19.35 Wis. Stats.

### ***Who is Responsible for Public Records?***

In accordance with Sec. 1.33.03 of the Mineral Point Code and §19.33 of the Wis. Stats., the City Clerk acts as legal records custodian for the City of Mineral Point.

The following individuals, or respective designees thereof, shall be the legal custodian of records for the corresponding offices or authorities.

Candice Coughlin, City Clerk-Treasurer  
Robert Weier, Police Chief  
Bryan Marr, Fire Chief  
Diane Palzkill, Library Director

### ***Where and When Can I Request Public Records?***

Requests to inspect public records may be made to the Clerk at Mineral Point City Hall, 137 High Street, Suite 1, Mineral Point, WI 53565. Public records may be requested, inspected and/or copied during normal business hours (8:00 a.m. – 4:30 p.m. Monday - Friday, excluding holidays).

In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to a public records request as soon as is practicable and without delay. Please fill out the Public Records Request Form on the other side of this document.

### ***How Much Does a Request Cost?***

The cost of printing or photocopying records shall be \$0.25 per page. In some cases, such costs may go beyond simply copying a requested record. In these cases, the records custodian may charge for any and all costs associated with complying with a public records request up to and including applicable shipping, mailing and hourly wages of the records custodian or a designee thereof (see Sec. 1.51 (5)(f) of the Mineral Point Code).

Per §19.35(3) (f) of the Wis. Stats., a prepayment of such costs associated with a public records request in excess of \$5.00 may be required prior to processing the request.