



**TOWN OF LISBON**  
W234 N8676 Woodside Rd.  
Lisbon, WI 53089

**OPEN RECORDS REQUEST**

REQUESTER 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. However, 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 Section 19.35 (1)(h), Wis. Stat.

**DESCRIPTION OF THE PUBLIC RECORD(S) TO BE INSPECTED AND/OR COPY MADE:**

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REQUESTER 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 to state the purpose of the request." See Section 19.35(1)(i), Wis Stats. You are being asked to provide the information called for below on a voluntary basis. Thank you.

**REQUESTOR INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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**TO BE COMPLETED BY LEGAL CUSTODIAN OF RECORD REQUESTED OR DEPUTY CLERK**

<p>DATE &amp; TIME REQUEST RECEIVED: _____</p> <p>ACTION TAKEN:  <input type="checkbox"/> REQUEST APPROVED IN WHOLE  <input type="checkbox"/> REQUEST APPROVED IN PART*  <input type="checkbox"/> REQUEST DENIED</p> <p>NAME &amp; TITLE OF LEGAL CUSTODIAN OR DEPUTY CLERK ACTING ON REQUEST: _____</p>	<p>MEANS OF DELIVERY TO REQUESTER: _____</p> <p>DATE &amp; TIME REQUEST COMPLIED WITH: _____</p> <p>DATE &amp; TIME REQUEST DENIED: _____</p> <p>AMOUNT OF FEE IMPOSED ON REQUESTER: _____</p>
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