

<<Your Address>>

<<Date>>

<<Department Address>>

Re: Public Records Request

Dear Records Custodian:

I am writing to request copies of all records regarding <<subject>>. Specifically, <<Add details>>. These records should include, but not be limited to, <<More details on exact records (Limit time period!!)>>.

This request is submitted pursuant to Wisconsin's Public Records Law, sections 19.31 to 19.39, Wis. Stats. Under this law, any person may request a record from an authority that has custody of the record. See Wis. Stat. § 19.32(3). If you do not have custody of studies or ordinances that are addressed in this request please forward this request to records custodians that have access to these records.

Under section 19.32, the "record" is "any material on which written, drawn, printed . . . information is recorded or preserved . . . which has been created or is being kept by an authority." Wis. Stat. § 19.32(2). Under this definition, the above documents are clearly "records" that can be requested by any person. Please let me know, in writing, if you have any questions regarding the request or need additional information.

Additionally, please provide notice, with an estimated cost of copying, and wait for my consent before copying files. <<Given our financial situation and the amount of personal time spent on this matter, I request that fees be reduced or waived, pursuant to section 19.35(3)(e), Wis. Stats.>>

I appreciate your time and effort to produce these records. Thank you very much.

Sincerely,

<<Name>>

cc: Midwest Environmental Advocates