



500 S. Bridge St, PO Box 248, Manawa, WI 54949



City Clerk

Phone 920-596-2577

Email: cityclerk@manawawi.gov

Date Request Received:

Requestor Name:

Requestor Address:

Telephone Number:

Email address:

Check if email is preferred method for records

Fill out this form if you are requesting an inspection or photocopies of records; either the requester will complete the form or staff receiving the oral request. Prepayment may be required for any requests expected to exceed \$5.00. (fee schedule and signature on back side)

Records may be released between the hours of 7:00 a.m. and 4:30 p.m., Monday through Friday.

REQUEST FOR PUBLIC RECORDS- CITY CLERK'S OFFICE

Information or Records Requested** (Be specific):

REQUEST FOR PUBLIC RECORDS- POLICE DEPARTMENT

Information requested (please be specific):

Name to be searched:

(First)

(Middle Initial)

(Last)

Date of birth:

Date of incident, if known:

Incident type:

Incident #, if known:

Do you wish a photocopy of all available information? Yes

No

If no, what in particular are you requesting?

If your request is denied, an explanation will be given as to why it was denied.

POLICE DEPARTMENT USE ONLY

Date approved:

Date denied:

Incident # approved:

Incident # denied:

Signature of person Approving/Denying Record Request

REASON FOR RECORD REQUEST DENIAL:

It is our department policy not to release reports containing juvenile information. Records relating to juveniles shall not be open to inspection or their contents disclosed, except under statute 48.396(1), 48.293(1), 48.293(2), 938.396(1), 938.396(1g), 938.396(1r), 938.293(1), and 938.293(2) or by order of the court.

NOTE: When record release is denied, you may, pursuant to WI Statutes 19.37(1)(a), bring an action for mandamus asking a court to order the release of the record.

Additionally, you may, pursuant to WI Statutes 19.37(1)(b)(m), request the Waupaca County District Attorney's Office to bring an action for mandamus asking the court to order the release of the record.

Some release of records will require approval by the custodian of the records or designee. All records cannot be retrieved immediately. Your request will be given priority and you will be notified as soon as the records request are available to you.

Fees:	\$0.25 per 8.5 x 11 (black & white) copy	\$
	\$0.50 per copies other than 8.5 x 11 & or color copies	\$
	\$25.00 per CD or flash drive	\$
	Postage: 1 st Class, FedEx (actual cost)	\$
		Total

Signature of person receiving request:

All requests shall be processed as soon as possible and without delay. Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you. Any information given orally or in writing by City officials may be subject to errors or omission and shall not be a binding liability upon the City of Manawa.