



# City of Neenah

## Open Records Request Form

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

This form must be filled out for requests for inspection or photocopies of city records by either the requester or if the requester refuses, by staff receiving the oral records request. Requests exceeding \$5.00 must be paid in advance.

Date Request Received \_\_\_\_\_ Form Completed By: \_\_\_\_\_

Name (Optional): \_\_\_\_\_

Address (Optional): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Information or Records Requested (Please be specific): \_\_\_\_\_

Requestor's Signature (If Written Request): \_\_\_\_\_

**Photocopy Fees:** \$.25 per 1<sup>st</sup> page (1 x 25¢) \$  
\$.15 each additional page (\_\_\_ x 15¢) \$

**Tapes or Other Media:** (Actual Cost) \$

**Postage or Faxing:** \$

**Admin. Chgs:** Requests requiring research shall be assessed labor fees if research time equals or exceeds \$50 in costs  
\_\_\_\_\_ Hours @ \$25/hr. \$

Charge to 010-0000-546-11-00 \_\_\_\_\_ Code MT  
Chargeable DP (Data Processing) \$ Misc. Revenue

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**Election Reports:** \$25.00 plus \$5 per 1,000 names \$ 25.00  
# of names = \_\_\_\_\_ /1000 X \$5 \$ \_\_\_\_\_

Charge to 010-0000-546-11-00 \_\_\_\_\_ Code PO  
Chargeable (Data Processing) \$ \_\_\_\_\_ Chargeable DP

\$ \_\_\_\_\_ Total

Signature of Person Receiving Request: \_\_\_\_\_

**Please allow 5 working 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.**