



## Open Records Request

**Notice:** This form is offered by the Clerk's Office for your convenience to place your request for open records from the Village of Harrison. You are not required to complete this form or to provide the requested information; however, having this information will make it easier to process your request and allows us to contact you if we have any questions. Personal information collected will be used for administrative purposes only.

Requester Name	—————>	
Requester Phone #	—————>	
Requester Email	—————>	
Date of Request	—————>	

**Fees:** All records kept by the Village of Harrison are subject to public inspection, unless a record is specifically exempt from this requirement. Fees are required for some records requests; if the cost is more than \$25.00 we require prepayment. Black and white copies cost \$.25 per page. Color copies cost \$1.00 per page. There is no cost for scanned images sent electronically via email as a PDF document.

**Completing the Request:** A request for a record should have a reasonable limit as to subject matter or length of time represented by the record. If the Clerk's Office is unable to determine what records are being requested, they may ask the requester to be more specific.

**Request:**

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Submit completed form to Harrison Municipal Building, W5298 Hwy 114, Menasha WI 54952 or email to [jweyenberg@harrison-wi.org](mailto:jweyenberg@harrison-wi.org)