

VILLAGE OF BUTLER - OPEN RECORDS REQUEST

Municipal Code Reference: Section 2-331

In an effort to fill your request in the shortest amount of time, please be as specific as possible in your request. Also, please fill in all information requested. You will be contacted when your request is ready for review or pick-up in compliance with S.S. 19.35(4).

In making this request I understand that I will be charged for the various services required. There is no cost to view the records requested.

Requestor's Name _____

Address _____

Phone No. (_____) _____ City: _____ State: _____ Zip _____

Date of Request: _____

Request Received by: _____

How Received: Mail _____ In Person _____
Date Date

Records Requested: (Please make request as specific as possible)

Are Copies Requested: (Please initial your response) Yes _____ No _____

(TO BE COMPLETED BY APPROVING AUTHORITY)

Request Approved: Yes _____ No _____ Authority: _____

If Denied, for Denial: _____

*** If Denied: Denial can be reviewed by writ of mandamus procedure or upon application to the District Attorney of this County or the Attorney General of the State of Wisconsin.

Photocopies: \$.25 for each 8.5" x 11" page
If request includes mailing – a self-addressed stamped envelope is required

Photographs & Other Forms of Records: Actual Cost

Search Cost: Actual if costs exceed \$50.00

If estimated cost exceeds \$5.00, a Cash Deposit is required upon request.

TOTAL COST: \$ _____

How Distributed: Employee _____ Mail _____ In Person _____

**VILLAGE OF BUTLER
OFFICIAL NOTICE**

PUBLIC ACCESS TO RECORDS

Public Records are available for inspection and copying on all business days at the following places and times:

RECORDS:

LEGAL CUSTODIAN:

General Village Records
Avenue

Village Administrator; 12621 W. Hampton

8:00 AM – Noon and 1:00 – 5:00 PM

Department of Public Works
Avenue

Village Administrator; 12621 W. Hampton

8:00 AM – Noon and 1:00 – 5:00 PM

Spring Rd.

Public Works Supervisor; 12975 W. Silver

7:00 AM – 3:00 PM

Police Department

Chief of Police; 12621 W. Hampton Avenue

8:00 AM – 4:00 PM

Municipal Court

Clerk of Court; 12621 W. Hampton Avenue

8:00 AM – 4:00 PM

Financial Records

Village Treasurer; 12621 W. Hampton Avenue

8:00 AM – Noon and 1:00 – 5:00 PM

Normally, all requests for records will be responded to within two (2) business days.

The Record Custodian may require the Records Request to be in written form.

A fee for copying and/or searching for records may be charged.

DATE
