



**Village of Waldo**

810 W 2nd Street,  
PO Box 202 · Waldo, WI 53093

Water/Sewer Utility Payments:  
PO Box 6 · Waldo, WI 53093

Phone: (920) 528-8121 · www.villageofwaldo.com

**OPEN RECORDS REQUEST FORM**

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 Wisconsin State Statute Sec. 19.35(4). If no phone number is provided, response will be left for pick up for a period of 7 days.

Date of Request: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Specific Records Requested:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: A request for access to a public record may not be refused because the person making the request is unwilling to be identified or to state the purpose of the request. 19.35(1)(i) Wis. Stats. You are being asked to provide the information on a voluntary basis and as a means to facilitate your request.

Thank you.

**To be completed by Custodian of Record Request or Deputy.**

Municipal department, office or work unit receiving request: \_\_\_\_\_

Date & Time request received: \_\_\_\_\_

Date & Time action completed: \_\_\_\_\_

Action taken on request:     Approved     Approved in part & denied in part     Denied

Reason for denial: \_\_\_\_\_

Amount of fee: \_\_\_\_\_

Name & Title of Custodian/Deputy acting on request: \_\_\_\_\_