

**TOWN OF WORCESTER**

**PRICE COUNTY WISCONSIN**

**TOWN OF WORCESTER OPEN PUBLIC RECORDS REQUEST FORM**

1. Date Requested: \_\_\_\_\_

2. Request submitted by: Email \_\_\_\_\_ U.S. Mail \_\_\_\_\_ In-Person \_\_\_\_\_

3. Name of Requestor:

\_\_\_\_\_

Address:(not required) \_\_\_\_\_

E-Mail (not required) \_\_\_\_\_

Telephone number (not required) \_\_\_\_\_

4. Records Requested-Provide as much specific detail as possible so the agency can identify information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Do you want copies? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Do you want to inspect the records? \_\_\_\_\_

7. Do you want certified copies? \_\_\_\_\_

Town Clerk \_\_\_\_\_

Date Received by the Town \_\_\_\_\_

Ten(10) Day Response Due \_\_\_\_\_

8. How do you want the records request delivered? email/mail/pick-up

Custodians can at own discretion let requester scan or make own copies.

Date form filled and completed: \_\_\_\_\_

Signatures \_\_\_\_\_