

OPEN RECORDS

REQUEST FOR INFORMATION

BLACK CREEK POLICE DEPARTMENT 301 N MAPLE STREET, BLACK CREEK, WISCONSIN PHONE (920) 984-3550 FAX (920) 984-3287

REQUESTOR'S NAME*

REQUESTOR'S PHONE NUMBER*

REQUESTOR'S ADDRESS*

DATE OF REQUEST

/ /

OPEN RECORDS REQUEST MAY TAKE UP TO TEN (10) BUSINESS DAYS DUE TO VOLUME OF REQUESTS OR EXTENT OF INFORMATION REQUESTED. IF YOU ARE **NOT** IN NEED OF THE INFORMATION WITHIN TEN DAYS, ENTER THE DATE YOU WISH TO HAVE THE INFORMATION BY: / /

*This information need not be provided on this request *unless* required in accordance with specific provisions of the Open Records Act. Refer to Wisconsin §19.31. If this concerns you, you may review a copy of such law at your local library.

Please be specific with your Open Records request. Give name(s), address(es), birth date(s), date(s) of the incident(s), call/crime type(s), and/or case number, etc. when possible to narrow our search.

GENERAL COPY & RELATED COSTS:

Traffic Accident Report Copies:	\$5.00	Faxing Reports	\$1 plus .25 page
Releasable Reports	.25 Per page	Mailing Reports	\$1 plus .25 page
Video/Audio	Case by case (min charge \$5.00)	Photographs	\$2 standard size photo
Computer Special Searches:	\$50 plus .25 page		

NOTICE: To the extent your request has been denied, this determination is subject to review by mandamus under § 19.37(1), Wis. Stat., or upon application to the Attorney General of District Attorney.

OFFICE USE ONLY

Request Approved by _____

on / /

See attached copies; assess pertinent fees.

Request Denied in Part by _____

on / /

See below/back for reasons; assess pertinent fees.

Request Denied in Whole by _____

on / /

See below/back for reasons

REASONS FOR DENIAL

- Personal identifiers are not released per privacy exemptions to Open Records
- Juvenile data is not released per federal and/or state law.
- Medical data is not released per federal and/or state law.
- The report is an open investigation, which contains information that may compromise the investigation if released
- Other: