# *The Village of Arena*

## *Open Records Request Form*

Please fill out this form if you are requesting an inspection or photocopies of public records.

Public records may be requested, inspected and copies obtained during regular business hours. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to the open records request as soon as is practicable and without delay.

The cost of photocopying of records shall be .25 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. Per Village of Arena Ordinance 2.70.040(f)(5), there shall be no charge for locating a record unless the actual cost therefore exceeds $50.00, in which case the actual cost shall be determined by the legal custodian and billed to the requester. The village will determine the cost of locating a record by using the hourly rate of $20.00 per hour for employees involved in attempting to locate the record.

**REQUESTER'S INFORMATION** *(Please Print)*

Name: _____
*First Name* *Middle Initial* *Last Name*

Address _____
*Route or P.O. Box Number*

_____
*City* *State* *Zip Code*

Phone: _____

Document to be ☐ Picked Up ☐ Mailed

Document(s) Requested _____
*Attach additional sheet if necessary .Be specific concerning dates.*

_____

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_____
***Signature*** ***Date***

*Please allow at least <u>10</u> days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available for your inspection or release. Unless other arrangements are made, records will be available for pick up for 7 days from completion contact date.*

*Any information given orally or in writing by Village Officials may be subject to errors or omission and shall not be a binding liability upon the Village of Arena.*

*If the custodian denies the request for records, the custodian shall notify the requester of the determination to deny in whole or in part and reason therefore. Copy shall be attached to this form and filed.*