



POLICE DEPARTMENT

125 South Sawyer Street • Shawano, WI 54166
 (715) 524-4545 FAX (715) 524-2786 www.shawanopd.org



OPEN RECORDS REQUEST

Request for information (715) 524-4545 or
 Fax (715 524-2786)

Requestor's Name		Requestor's Phone Number
Requestor's Address		
Date of Request	Open records requests may take up to ten (10) business days due to the volume of requests or the 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: _____ / _____ / _____	
WI Open Records Act, refer to WI ss. 19.31 & 19.35		
Please be specific with you Open Records request. Give name(s), address(es), birth date(s), the purpose of your request, date(s) of incident(s), call/crime type(s), and/or case number, etc. when possible to narrow the search.		

General Copy and Related Costs:

Traffic Accident Report copies: \$3.00 plus .50 per additional page	Mailing Reports: Packaging & postage
Releasable Reports: .50 per page	Photographs: \$3. standard sized photo
Pre-payment may be requested if costs exceed \$5.00	Videos/Cassettes: case by case basis

() Request Approved by _____ on / /	See attached copies; assess pertinent fees
() Request Denied in Part by _____ on / /	See below for reasons; assess pertinent fees
() Request Denied in Whole by _____ on / /	See below for reasons
Comments/Reasons:	
Fees Assessed:	