



Town of Menasha
 2000 Municipal Drive, Neenah WI 54956
 Clerk's Phone: 920.720.7103 Fax: 920.720.7112
 E-mail: Clerk@town-menasha.com

PUBLIC RECORDS REQUEST

Records may be released between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

Please fill out this form if you are requesting an inspection or photocopies of town records. **Requests exceeding \$25.00 must be paid in advance.**

Date Request Received _____

Your Name _____

Address _____

Telephone Number _____

Information or Records Requested (Please be specific): _____

Fees:	\$.25 per standard size copy up to 50	
	\$.20 per standard size copy over 50	
	Copies other than 8-1/2 x 11 and 8-1/2 x 14 (actual cost)	\$ _____
	\$25.00 per Disk, Cassette, C/D	\$ _____
	\$25.00 for SVRS files, plus add'l \$5.00 per 1000 names	\$ _____
	Postage or Faxing	\$ _____

Administrative Charges:
 Requests for records not readily available shall be assessed a processing fee. Fees shall not be payable until a minimum of \$50.00 has accumulated.

_____ @ \$25/hr. (or fraction of) \$ _____

\$ _____

Signature of Person Receiving Request: _____

Please allow at least 10 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 to you.

Any information given orally or in writing by Town officials may be subject to errors or omission and shall not be a binding liability upon the Town of Menasha.