

Town of Menasha Clerk's Office

OPEN 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.

our Name			
ddress	ress		
lephone Number			
	ords Requested (Please be specific):		
Fees:	\$ 25 non photocopy up to 50		
rees:	\$.25 per photocopy up to 50 \$.20 per photocopy over 50	\$	
	Disk, Cassette or C/D (\$15.00 each)	\$	
	Postage or Faxing	\$	
	Postage or Faxing ADMINISTRATIVE CHARGES Requests requiring research shall be assessed labor fees.	\$	
	ADMINISTRATIVE CHARGES Requests requiring research shall be	\$ \$	

Please allow at least $\underline{10}$ 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.