



TOWN OF MENASHA POLICE DEPARTMENT OPEN RECORDS REQUEST

The Records Division is open Monday – Friday, 8:00 a.m. – 4:00 p.m. Records are only released during these hours.

Please fill out this form if you are requesting a search of department records. Mail or deliver completed form to: **Town of Menasha Police Department, Attn: Records**
2000 Municipal Dr., Neenah, WI 54956-5665

Records will be available for pick-up after the record/report has been typed, processed and approved. Records will not be copied in advance.

Fees for copies ARE DUE UPON RECEIPT. If your request is denied an explanation will be given.

PHOTOCOPY FEES:

8 ½ X 11 Double sided accident report	(In Person)	\$1.00 (4 sides)	By Mail	\$3.00
Per Page Charges: (Incident Reports/Additional Pages for Accidents)			.25 per single sided page	
Computer/Compact Disks - \$15.00 @			.50 per 8 ½ X 11 color page	

RESEARCH COSTS:

All requests requiring (i.e. when records are not readily accessible or research time is necessary to compile records), shall be assessed a research fee of a minimum of \$25.00 per request for the first hour or any portion of that hour. A research cost of \$25.00 shall be charged for each additional hour or fraction of that additional hour required to comply with the request. Any request that is expected to exceed \$25.00 must be paid in advance. All requests for detailed information or archived records must be put in writing to establish complete clarification.

PHOTOGRAPH REPRINTS:

35 mm film: The exact charge of the reprints will be paid by the requestor.
Digital: .75 per photo (4 X 6 only)

DATE REQUEST RECEIVED: _____

*Your Name: _____

*Address: _____

*Telephone Number: _____

Information requested: (Please be specific)

Record name to be searched: _____
(First) (Middle Initial) (Last)

Date of birth: _____ Date of incident, if known: _____

Incident type: _____ Incident #, if known: _____

(OVER)

Do you wish a photocopy of all available information? Yes _____ No _____

If no, what in particular are you requesting? _____

Date Approved: _____

Date Denied: _____

Incident # Approved: _____

Incident # Denied: _____

** indicates optional*

Signature of Person Approving/Denying Record Request

REASON FOR RECORD REQUEST DENIAL:

It is our department policy not to release reports containing juvenile information. Records relating to juveniles shall not be open to inspection or their contents disclosed except under 48.396(1), 48.293(1), (2), 938.396(1), (1g), (1r), 938.293 (1) (2) or by order of the court.

NOTE: When record release is denied: You may, pursuant to Wisconsin State Statutes 19.37(1)(a), bring an action for mandamus asking a court to order the release of the record.

Additionally, you may, pursuant to Wisconsin State Statutes 19.37(1)(b)(m) request the Winnebago County District Attorney's Office to bring an action for mandamus asking a court to order the release of the record.

Some release of records will require approval by the custodian of records or designee. All records cannot be retrieved immediately. Your request will be given priority, and you will be notified as soon as the records requested are available to you.

A prepayment for copy charges will be required if the total is expected to exceed \$5.00