



Open Records Request Template

(Date)

Custodian of Records: **(government agency that has the records)**

Pursuant to the state Open Records Law, Wis. Stat. Ann. Sec. 19.31 to 19.39, I am requesting copies of the following records:

(List of records requested. Be as specific as possible when asking for the records that you are looking for.)

As provided by the Open Records law, I will expect your response as soon a practicable and without delay.

I will assume that if we do not hear from you by **(date 10-14 days from the date of submittal)** that you have denied this request.

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Please be advised that we are prepared to pursue whatever legal remedy necessary to obtain access to the requested records.

I would note that violation of the open records law could result in the award of court costs, attorney fees and actual damages of not less than \$100. I would further note that if a court determines that your noncompliance with the law was arbitrary or capricious; it may award our organization punitive damages and attorney fees as well as fine you up to \$1,000.

Thank you in advance for your help. I can be reached at **(your phone #)** for any questions regarding this request.

Sincerely

(your name)

(your address for mailing records)

(your e-mail address for electronic records)