



# Ashland Police Department

601 West Main Street, Ashland, WI 54806

Phone 715 682-7062/Fax 715 682-7051



## OPEN RECORDS REQUEST

Request for information (715) 682-7062 or Fax (715) 682-7051

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: \_\_\_\_/\_\_\_\_/\_\_\_\_

Log # (if known)

DR # (if known)

WI Open Records Act, refer to WI State Statutes §19.31 (All persons are entitled to the greatest possible information regarding the affairs of the government and the official acts of those who represent them) and, §19.35 (Defines access to records and fees).

**Please be specific with your Open Records request. Give name(s), address(es), birthdate(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.**

Signature of Requestor: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

Open Record Release Approved: \_\_\_\_\_

Open Record Release Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

Police Reports will not be released if information in the report either jeopardizes the safety of any person or the identity of any confidential informant or the incident is under investigation, WI State Statutes Open Records Request 19.37(1).

Accident Reports: \$5.00  
One Sided Copy: 20c  
Two Sided Copy: 40c  
Picture CD/DVD: \$5.00  
Special Computer Search: \$20.00  
Offsite search: \$20.00

Juvenile records are kept separate and confidential and may only be disclosed according to the WI Statutes 938.396.

