VILLAGE OF MONTFORT

PUBLIC RECORDS REQUEST

Please review the back of this form for information about requesting public records. Complete this form to request a public record.

Public records may be requested, inspected and/or copies obtained during normal business hours of Monday – Thursday 8:00 a.m. – 4:30 p.m., excluding holidays. Please allow seven (10) business days for information to be researched. You will be notified when records are available for your inspection or release.

The cost is $0.25 per page. Locating of records $20.00 per hour with the first hour at no charge. Requests amounting to $5.00 or more require a prepayment in accordance with §19.53 (3) (f) of the Wis. Stats.

Requester Information

First & Last Name:			Contact Phone #:	
Street Address or P.O. Box:		City:	State:	Zip Code:
Company/Organization Name:		Job Title/Affiliation:		
Fax:	Email:		Preferred Contact: Phone ☐ Fax ☐ Email ☐	
Delivery: ☐ Pick Up ☐ Electronic Mail ☐ Fax ☐ Post				
Document(s) Requested:				
Reason Requested:				

Office Use Only

Received by (Initials):	Pages:	Fee: $	Date When Received:
Amount Prepaid: $	Balance Remaining: $		Date When Completed:
Prepayment Receipt #:		Completed By:	
Final Payment: $	Receipt #:	Signature:	

Notice Regarding Public Records

Who Can Request a Public Record?
Except as otherwise provided in Sec. 13.03 of the Village of Montfort Municipal Code of Ordinances and §19.36 Wis. Stats., any person has a right to inspect a record and to have made or receive a copy of any record as provided in Sec. 13.03 of the Dodgeville Code and §19.35 Wis. Stats.

Who is Responsible for Public Records?
In accordance with Sec. 13.03 (1) of the Montfort Code and §19.33 of the Wis. Stats., the Village Clerk acts as legal records custodian for the Village of Montfort, excluding Police and Fire Departments whose custodians shall be the Police Chief and the Fire Chief, respectively.

The following individuals, or respective designees thereof, shall be the legal custodian of records for the corresponding offices or authorities.

General Village Records . . . . Shelly Kazda, Village Clerk
Building, Zoning & Assessment Records . . . . Shelly Kazda, Village Clerk
Public Works Records . . . . Todd Griffiths, Public Works Director
Police Department Records . . . . Grant County Sheriff's Department
Fire Records . . . . Rod Sanders, Fire Chief
Ambulance Records . . . . Pete Hoffman, Ambulance Chief
Library Records . . . . Marcie Scholze-Harwick, Librarian
Swimming Pool Records . . . . Shelly Kazda, Village Clerk

Where and When Can I Request Public Records?
Requests to inspect public records may be made to the Clerk at Montfort Village Office, 102 E. Park Street, Montfort, WI 53569. Public records may be requested, inspected and/or copied during normal business hours (8:00 a.m. – 4:30 p.m. Monday - Thursday, excluding holidays).

In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort will be made to respond to a public records request as soon as is practicable and without delay. Please fill out the Public Records Request Form on the other side of this document.

How Much Does a Request Cost?
The cost of printing or photocopying records shall be $0.25 per page. In some cases, such costs may go beyond simply copying a requested record. In these cases, the records custodian may charge for any and all costs associated with complying with a public record request up to and including applicable shipping, mailing and hourly wages of the records custodian or a designee thereof (see Sec. 13.03 (5) and 13.06 of the Montfort Code).

Per §19.35(3) (f) of the Wis. Stats., a prepayment of such costs associated with a public records request in excess of $5.00 may be required prior to processing the request.