[Insert Contact]

[Insert Office/Department]

Dear [Insert Contact Name],

This letter is to request the following records, under the state’s Open Records Law (19.31-39, Wisconsin Statutes):

[Insert Info]

[Insert Info]

[Insert Info]

Search terms include, but are not limited to:

I am interested in receiving and entitled to receive communications that are considered transitory in nature that exist at the time this request is received. I am also requesting that any responsive communications that exist in trash or deleted folders be provided.

The Open Records law defines “record” to include information that is maintained on paper as well as electronically, including but not limited to examples such as data files, text messages, and unprinted emails. Wis. Stat. § 19.32(2).

The Open Records law “shall be construed in every instance with the presumption of complete public access consistent with the conduct of governmental business. The denial of access generally is contrary to the public interest and only in exceptional cases can access be denied.” If you deny my request, the law requires you to do so in writing and state what part of the law you believe entitles you to deny my request. Wis. Stat. § 19.35(4)(a).

The Open Records law states that you may charge for “the actual, necessary and direct cost” of locating records, if this exceeds $50, and for photocopies. The Wisconsin Department of Justice advises that copying fees under the Open Records law should be “around 15 cents per page and that anything in excess of 25 cents may be suspect.” Please advise me before processing this request if the total cost will exceed $50.

The law requires you to respond to this request “as soon as practicable and without delay.”

If you plan to deny this request please inform me prior to the denial so I may modify my request accordingly.

If you are not the records custodian for this information, please forward this request to the appropriate person. Also, please let me know if I can clarify or refine this request.

If requested records are available electronically, please provide them in an electronic format.

Thank you for your time and consideration.

Sincerely,