

Date: _____



City of Appleton

Public Records Request

Public Records Requests will be responded to as soon as practicable. Responses may request additional information or indicate time required for fulfillment and an estimate of fees due.

Requestor Information:

Name:		
Street Address:		
City:	State:	Zip:
Phone/Fax:		
Email:		

Record(s) Requested:

Please provide a clear and specific description of the record(s) you are requesting. If able, include information about the timeframe during which the record was created.

Department/Custodian of Record:
Record Description:
Requested Record Format: <input type="checkbox"/> Inspection Only <input type="checkbox"/> Physical Copy <input type="checkbox"/> Electronic Copy

Additional Information

The City of Appleton has various departments, offices, and elected officials, each of which is responsible for the requests of records that fall under their purview. When making a public records request, please direct your request to the appropriate department.

City Hall Departments
100 N. Appleton Street

Mayor's Office	Human Resources Department
City Clerk's Office	Department of Public Works
Assessor's Office	Community Development Department
Attorney's Office	Inspections
Finance Department	Planning
Health Department	Information Technology Department

Additional Departments:

Fire Department:	700 North Drew Street
Police Department:	222 South Walnut Street
Parks and Recreation:	1819 Witzke Boulevard
Appleton Public Library:	Temporarily Located at 3000 E College Ave, Suite B
Valley Transit:	801 Whitman Avenue
Wastewater:	2006 East Newberry Street
Water Filtration Plant:	2281 Manitowoc Road, Menasha

Local Public Offices:

Mayor	100 N. Appleton Street
City Attorney	100 N. Appleton Street
Alderpersons	100 N. Appleton Street

Records Request Description: Please provide as clear and specific a description of the particular record(s) you wish to receive. If a request is unclear or overly broad, we may reach out for additional information or be unable to fulfill your request.

Fees:

Public Records Requests may be subject to a location fee or duplication fee depending on the accessibility, form, and details of the request.

Record Copy Format	Fee	Unit
Hard Copy (Black & White)	\$0.0058	Per Page
Hard Copy (Color)	\$0.05	Per Page
DVD	\$0.25	Per DVD
Flash Drive: 8 GB	\$5.04	Per Flash Drive
Flash Drive: 16 GB	\$5.32	Per Flash Drive
Flash Drive: 32 GB	\$8.67	Per Flash Drive
Flash Drive: 64 GB	\$14.19	Per Flash Drive
Flash Drive: 128 GB	\$25.38	Per Flash Drive
Location Fees	Variable; Assessed only if the total exceeds \$50.00	Per Hour

Other fees may be assessed if additional costs are incurred. For certain requests whose total fees exceed \$5.00, payment may be required before the request will be fulfilled.