

Form for Request for Public Records

To be filled out by person making request, or staff member when taking a request.

As per library policy, records will be made available as soon as practicable.

Name of staff member taking the request for public records.

Date _____

Person making request

Name _____

Contact information (Not required as per State Statute)

Public Records being requested – Please be as specific as possible.

There is a statutory prohibition per Wisconsin Statutes Section 43.30, on release of records that identify an individual who uses a publicly funded library. Public library circulation and customer registration records are exempt from inspection.

See also Algoma Public Library Policy Section 10 (Confidentiality of Library Records) and Section 11 (Public Records).