



TOWN OF MERTON
W314N7624 HWY 83
PO BOX 128
NORTH LAKE, WI. 53064
(262) 966-2651

OPEN RECORDS REQUEST

Date of Request: _____

Requestor's Name: _____

Requestor's Street: _____

Requestor's Phone: _____

Records Requested (Be as SPECIFIC as possible: names/dates/address, tax key)

To Be Completed By Approving Authority:

Received by: _____ Approved: Yes _____ No _____ Authority: _____

If denied, reason for denial: _____

The Clerks' office will respond to your request within two business days, unless additional research is needed.

Standard cost is \$0.25 per copy. If locating records exceeds \$50.00 there will be an hourly charge applied. *Please note: if requested information is not picked up within 2 weeks after you are notified that it is available, a new request will be required. You will be charged for both searches.*