

VILLAGE OF SOLDIERS GROVE

Public Records Request Form (Wisconsin Open Records)

Submit requests to:

Village of Soldiers Grove | 102 Passive Sun Drive | PO Box 121 | Soldiers Grove, WI 54655

Phone: 608-624-3264 | Email: sgrove@mwt.net

1) Requestor Information

Please provide your contact information so we can communicate about this request.

Name/Date:

Organization (if any):

Mailing Address:

Email/Phone:

2) Records Requested

Describe the records you are requesting. Be as specific as possible (dates, departments, topics, addresses, etc.).

Description of records requested:

Date range (if applicable): From

To

3) Delivery Preference

Select how you would like to receive records (if available).

☐

Inspect records in person

☐

Email (electronic copies)

☐

Paper copies

Additional instructions (format, file type, etc.):

4) Acknowledgement

I understand that certain records may be exempt from disclosure under Wisconsin law, and that fees may apply for the actual, necessary, and direct cost of locating and reproducing records.

Signature/Date: