

Cambridge CAP

Research/Copy/Records Requests

Copy fee: \$.25 per page

Location Costs: May be charged for items that are no longer stored within the CAP office if the CAP's cost to locate those items exceeds \$50.00

Postage fee: Rate of United States Postal Office for the postage option chosen by the requestor

Requests for documents will be responded to as quickly as possible. Prepayment is required for any fees expected to exceed \$5.00 Requests may be denied if the items are considered confidential and prohibited from release by the Wisconsin Statutes. If denied, a reason for the denial will be stated in writing for all written requests. All requests shall be submitted to the CAP Board via US mail at P.O. Box 54, Cambridge, WI 53523.

Records Request Form					
Requestor's Name:					
Specific Items Requested:			Time Frame in Which Documents Originated:		
Method of Delivery:	<input type="checkbox"/> Requestor will pick up at the CAP Office <input type="checkbox"/> Documents are to be mailed at the requestor's expense to the following address: Attention: _____ Street Address: _____ City: _____ State: _____ Zip: _____ If other than standard first class mailing please list other desired United States Postal delivery method:				
				() -	
Requestor's Signature		Date		Contact Phone Number	
FOR OFFICE USE ONLY					
Request Received On:		Time Received:	a.m./p.m.	Initials of Receiver	
Costs Associated with Request:	Copy Fee:	Location Costs:	Postage:	Total Costs:	Payment Received on:
Completed by:				Date Completed:	

