

## Public Records Request (Documents only)

Due to provisions outlined in 2023 Wisconsin Act 253, all audio and video requests (i.e., Body Camera, squad camera, etc.) **must** be made online at:

<https://www.franklinwi.gov/Departments/Police/Public-Records/Audio-and-Video-Records-Request-Form.htm>

To obtain a crash report, please visit: <https://crashdocs.org>

Please note: Under Wisconsin law, a request for a public record may not be refused “because the person making the request is unwilling to be identified or to state the purpose of the request.” See Wis. Stats. §19.35(1)(h). You are asked to provide this information voluntarily. However, we do need a contact point to follow up on your request and notify you once it is completed.

Today's Date: \_\_\_\_\_

Name of Requester completing form: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of record(s) being requested (Be Specific): \_\_\_\_\_

Name of person(s) involved, incident number, and/or any other information to help identify the desired records: \_\_\_\_\_

Format(s) you wish to receive the record in (Fees may apply):

☐ Email    ☐ Printed    ☐ Flash Drive / Hard Drive    ☐ CD/DVD

Records distribution preference (Fees may apply):    ☐ Email    ☐ Pick Up    ☐ Mail    ☐ Fax

Please expect a minimum of 10 days to process records. Reports generated from a database take more time to acquire than copies of existing documents. Requests will be processed (if not prohibited) as soon as practicable and without delay.

Per § 19.35(3)(f), a prepayment of such cost associated with a public record request over \$5.00 may be required before processing such public records request.



**City of Franklin**  
Craig Liermann  
Chief of Police

---

**(OFFICE USE ONLY)**

Request Received: Date\_\_\_\_\_ Time\_\_\_\_\_

How Received: ☐ Email    ☐ In Person    ☐ Phone    ☐ Fax

Approved: Yes\_\_\_ No\_\_\_ By: \_\_\_\_\_ Date\_\_\_\_\_

Notes\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Cost to Requestor: \$**\_\_\_\_\_