

Under Wisconsin law, requests may be made to access public documents from the City of Altoona. Public records are defined as “any material on which written, drawn, printed, spoken, visual, or electromagnetic information or electronically generated or stored data is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority” ([Wisconsin Statute 19.32](#)). Any person has the right to inspect a record or to make or receive a copy of such record by contacting the City Clerk.

Frequently Requested Records

Many frequently requested records have been made available through the City of Altoona’s website. Please click the links below to access the following records:



Property records and property tax bills
<https://eauclairecowi.wgxtreme.com/>



City Council meeting agendas and minutes
<https://www.ci.altoona.wi.us/government.phtml#meetings>



City Council contact information
https://www.ci.altoona.wi.us/government.phtml/elected_officials/#elected_officials



Board, Commission and Committee meeting agendas and minutes
<https://www.ci.altoona.wi.us/government.phtml#meetings>



Budget documents
<https://www.ci.altoona.wi.us/webfiles/fnitools/documents/budget.pdf>



Ordinances
<https://www.ci.altoona.wi.us/government.phtml>



Voter and election data
<https://badgervoters.wi.gov/>

Records exempt from Wisconsin Open Records Law

Certain records may be exempt from inspection as set forth in [Wisconsin Statute 19.35](#). They include, but are not limited to:

- Drafts, notes, preliminary computations
- Originator’s personal use or prepared by the originator in the name of a person for whom the originator is working
- Materials that are purely the personal property of the custodian and no relation to his or her office
- Materials to which access is limited by copyright, patent, or bequest

Submitting an Open Records Request

Requests to inspect or copy a record may be made in writing to the legal custodian, subject to the provisions of [Wisconsin Statute 19.35](#). A fee may be charged for reproduction, transcription, photographing, and mailing or shipping at the actual, necessary, and direct cost for those activities.

See next page for Public Records Request form



Public Records Request

Altoona City Hall, Attn: Clerk's Office, 1303 Lynn Ave, Altoona, WI 54720
715-839-6092 | cityhall@ci.altoona.wi.us

NOTE: You are not required to identify yourself when making an open records request. However, there are statutes that may prevent the release of information if the identity of the requestor is not known. [Wisconsin Statute [19.32\(3\)](#), [19.35\(1\)\(am\)](#)]

Name of Requestor **Email** **Phone** **Company** (if applicable)

Mailing Address **City** **State** **Zip**

Description of Request (Please be as specific as possible, including name, dates, type of document, etc.)

I request (*select one*):

- Electronic copies when available; otherwise paper copies
- Only to review/inspect
- Paper copies

Please understand that personal and confidential information in the copies you receive shall be redacted in accordance with State and Federal laws prior to release. Because of the requirement to redact information, there may be a delay in releasing the records.