

“Is This a Simple Open Records Request?”

Follow the steps below to determine if this is a simple open records request that you should respond to, or if it needs additional coordination:

Questions	Action to take	
<p>1. Is the request Complex?</p> <ul style="list-style-type: none"> • Requests for records that are held by multiple divisions, programs, and/or regions • Requests related to personnel records or issues • Requests regarding issues on which a lawsuit has been or is likely to be filed • Requests related to tribal matters • Requests where records will be withheld or redacted 	Yes	Forward to the Department Open Records Coordinator (dnrrecordsresponse@wisconsin.gov)
	No	<i>Proceed to step 2</i>
<p>2. Do you have to create a record to respond to the request?</p>	Yes	The DNR is not required to create records to respond to Open Records requests. Discuss with your supervisor on how to proceed. See MC 9521.1 for additional clarification.
	No	<i>Proceed to step 3</i>
<p>3. Will it take 2 or more hours to locate records (location cost \$50 or more), or will copying cost exceed \$10?</p>	Yes	This request will require billing. Contact your division open records coordinator for assistance.
	No	<i>Proceed to step 4</i>
<p>4. This a Simple Request</p>		Send records then log here at Open Records Requests - Simple

For Questions Contact.....

Katie Patten
 Department Open Records Coordinator
DNRRecordsResponse@wisconsin.gov
 (608) 266-2177

Receive Open Records Request

1. Is the request Complex?

- Requests for records that are held by multiple divisions, programs, and/or regions
- Requests related to personnel records or issues
- Requests regarding issues on which a lawsuit has been or is likely to be filed
- Requests related to tribal matters
- Requests where records will be withheld or redacted

Yes

Forward to the [Department Open Records Coordinator](#)

2. Do you have to create a record to respond to the request?

The DNR is not required to create records to respond to open records requests. Discuss with your supervisor on how to proceed.

Yes

No

3. Will it take 2 or more hours to locate records, or will copying cost exceed \$10?

Yes

This request **will require billing**. Contact your [division open records coordinator](#) for assistance.

No

Send records then Log here at [Open Records Requests – Simple](#)

For Questions Contact.....

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