



Information Technology

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cityofmadison.com/information-technology

Request to be Included on the Opt Out from Public Records List

The City of Madison routinely collects data and maintains records relating to members of the public. These records are available for inspection upon request under the Wisconsin Public Records Laws. Additionally, the City often places some of this data online whereby anyone with Internet access could access this data. The Wisconsin Public Records Laws permit the City to withhold any records that would **endanger the life or safety** of any individual. By completing this form you are requesting that the City make a good faith effort to withhold from public disclosure the information you have identified below.

You should be aware that once information or records have been released on the Internet those records may continue to be available on the Internet even after the City has removed such records from its website. You are responsible for your own safety and responsible for following up with any other website or search engine that provides access to such records. Furthermore, you should be aware that a person denied access to public records has a right to challenge that denial in court.

The City will notify you in writing as to whether your request has been approved or denied.

Your Full Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Please describe the information or records that you are requesting that the City keep confidential (attach separate pages if necessary):

Please identify any web pages (by URL if possible) where such records appear on the Internet:

May 24, 2019

Page 2

Please explain why the disclosure of such information/records would place your life or safety in danger?

Please attach copies of any records or documents that support your request. Also list each attachment on the lines below:

Signature

Date

Please Mail or Deliver Completed Form to:

IT Director
City of Madison Information Technology
210 Martin Luther King, Jr. Blvd., Room 500
Madison, WI 53703