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 where records may require legal review (i.e. records may be withheld or redacted)
- Requests requiring billing (Cost for locating records will be $50 or more, or costs for record reproduction will be $10* or more)

The DNR is not required to create records or draft responses in order to reply to open records requests. Discuss with your supervisor on how to proceed.

Is this a database request?
- Yes
  - DNR has a limited obligation to provide database records. Can the data be extracted in a half hour or less?
    - Yes
      - Discuss with your supervisor and Department Open Records Coordinator on how to proceed.
    - No
      - Send records then Log here at Open Records Requests – Simple

  - No
    - Are you the appropriate person to respond to this request?
      - Yes
        - Forward to correct person within one business day. If unsure send to dnrrecordsresponse@wisconsin.gov
      - No
        - Do you have to create a record to respond to the request?
          - Yes
            - This request will require billing. Contact your Division Open Records Coordinator for assistance or email dnrrecordsresponse@wisconsin.gov
          - No
            - Send records then Log here at Open Records Requests – Simple

  - No
    - Did record reproduction cost exceed $10*, or did you end up taking 2 or more hours to locate records?
      - Yes
        - This request will require billing. Contact your Division Open Records Coordinator for assistance or email dnrrecordsresponse@wisconsin.gov
      - No
        - Send records then Log here at Open Records Requests – Simple

*Per Page
Copying/Printing: $0.15
Scanning: $0.07