

## PUBLIC RECORDS REQUEST

<b>Name of Requester</b> (Optional, unless records being mailed)	<b>Today's Date</b>
<b>Street Address</b>	<b>City, State, ZIP</b>
<b>Phone Numbers</b> (please indicate cell, land line, or pager)	<b>E-mail Address</b>
<p><b>INFORMATION REQUESTED:</b> <i>Please be specific.</i> Records sought must be identified with sufficient clarity in order to allow this office to identify, retrieve and review the records. The records custodian is available to assist by advising you of the manner in which records are kept.</p> <p><b>Type of Record Requested</b> _____</p> <p><b>Relevant Date(s)</b> _____</p> <p><b>Description</b> _____ _____ _____ _____</p>	
<b>COMPLETED RESPONSE</b>	
<p><b>Date Requester Notified</b> _____</p> <p><b>By:</b> _____ <b>Via:</b> _____  <small>(Employee) (Phone #, mail, e-mail)</small></p> <p><b>Date Response Mailed, Picked Up, or Inspected (Circle one)</b> _____</p> <p><b>Total Cost \$</b> _____  <b>including actual postage cost of \$</b> _____</p>	
<b>Number of copies requested</b> _____ @ \$.50 Per Page	<b>Total fee</b> \$ _____
<b>Copies of other materials</b> _____ @	<b>Total fee</b> \$ _____