

REQUEST FOR PUBLIC RECORD(S)

All requests for public records must be submitted in writing and signed by the person making the request.

Date: _____

Requestor's Name: _____

Company, Organization, or Group, being represented (if applicable): _____

Address: _____

Phone: (_____) _____ Email: _____

The following information is hereby requested:

The charge for a copy of any routine document and/or readily available files and records is \$1.00 for the first page and \$0.50 per page thereafter, CD's cost \$20.00, and USB flash drives cost \$10.00. Emails are free provided the documents are already in electronic format. If the document requested contains information on both front and back, it shall be deemed a two page document at a charge of \$1.00 per sheet. Every attempt will be made to provide the information requested on the date requested, but in all cases shall respond with an estimated time no later than the end of the third working day, as required by state law. Police reports written within (1) one year are considered current and will be charged at the current police department rate.

All requests must be reviewed by the Mayor to ensure that the correct and requested information is being supplied.

Requestor's Signature: _____

I acknowledge receipt of the above requested information on _____, 20____.

Recipient's Signature: _____

Office Use Only

Date Request Rec'd: _____ Time: _____

Date Request Completed: _____ Time: _____

Number of Pages _____ Fee \$ _____