



REQUEST FOR PUBLIC RECORDS

Name:			Date:	
Company Name (if applicable):				
Address:				
City			State	Zip Code
Telephone Number:		Cell Phone Number:		Email Address:
<p>Your request will be processed as quickly as possible. Within five (5) days of the submittal of this request, the City will either provide the records if available at the time of request, or will provide an estimate of the amount of time it will take to process your request. The requestor is liable for all charges associated with time and duplicating costs to provide the information, even if the requestor determines that the information is no longer required.</p>				
Records Requested (please be as specific as possible and feel free to use additional pages if necessary):				
Request Received By:		How would you like the City to provide you with the documents you have requested?		
Requested Received On:		<input type="checkbox"/> Fax to: _____	<input type="checkbox"/> U.S. Mail	<input type="checkbox"/> Call me and I will pick up the records.
<input type="checkbox"/> Email				
Signature of Requestor:			Date:	
CHARGES:	Page Count	X Charge	+ Postage (if applicable)	= Total Charge
Date City staff notified the Requestor that the requested documents were ready:			City Staff that contacted the Requestor:	