



Public Records Request Form

(Form is designed to be completed by Staff)

Date of Request: _____

IMPORTANT NOTE TO STAFF: State law ensures the anonymity of people requesting public records. There is no requirement for a member of the public to give personal information or a reason for the request in order to request records. And it is unlawful for you to ask. Also, it is imperative you acknowledge receipt of a public request for records as soon as possible.

<u>PLEASE BE SPECIFIC.</u>	# of Pages	Cost
Type of Item(s) being Requested:		
Permit #, Case #, project #, and/or Address:		
Date range involved:		
Other pertinent information:		
	Subtotal	
Staff time required to fill request: \$_____ (hourly rate) x _____ (#of hours) = <i>(Note: Should your request take less than 30 minutes there is no charge.)</i>		
	Total	

Department Filling Request: _____
Department Contact: _____
(Name/Phone) _____

Dependent upon material requested, it may take a number of hours or days to complete the order. If this is the case, how does the requestor want to be notified that the material is ready for pick-up?
 Requestor:

- Will call back to arrange pick-up.
- Would like material e-mailed to: _____
- Would like a phone call. Please contact at: _____
- Would like the material mailed to: _____

Should the requestor wish to remain anonymous, staff will provide the requestor with their name and extension number so the requestor may contact staff to pick up the requested material.

(Date form revised: December 10, 2012)