

PUBLIC DISCLOSURE REQUEST FORM

DATE _____ REQUESTED BY _____

IN PERSON _____ IN WRITING _____ BY EMAIL _____ BY PHONE _____

ADDRESS _____
Street _____ City _____ State _____

TELEPHONE _____ Email _____

INFORMATION IS REQUESTED FOR: INSPECTION _____ COPYING _____

(If needed, continue on reverse side.)

IS INFORMATION REQUESTED FOR COMMERCIAL PURPOSES? _____

INSPECTION AND COPYING OF IDENTIFIABLE RECORDS OR A RESPONSE TO THE REQUEST SHALL BE PROVIDED PROMPTLY AND NOT TO EXCEED FIVE (5) BUSINESS DAYS. THE STAFF PERSON PREPARING THE DOCUMENTS FOR DISCLOSURE SHALL PROMPTLY NOTIFY THE PUBLIC RECORDS OFFICER OF ANY ANTICIPATED DELAY AND THE REASON THEREFORE. SHOULD THE REQUESTED INFORMATION BE DEEMED EXEMPT FROM DISCLOSURE, THE REQUESTOR SHALL BE NOTIFIED BY THE PUBLIC RECORDS OFFICER IN WRITING OR BY EMAIL.

BELOW FOR STAFF USE

DATE RECEIVED _____ BY _____ FORWARDED TO _____

INFORMATION SENT TO ATTORNEY FOR REVIEW? Yes _____ No _____ DATE: _____

SCHEDULE OF EXEMPT ITEMS ATTACHED? Yes _____ No _____

DATE & TIME INFORMATION PROVIDED FOR VIEWING _____

ITEMS REVIEWED _____

NUMBER OF COPIES REQUESTED _____

CHARGES

NUMBER OF SCANS FOR ELECTRONIC COPIES REQUESTED _____ @ \$0.10 PER PAGE = \$ _____

NUMBER OF COPIES REQUESTED _____ @ \$0.15 PER PAGE = \$ _____

NUMBER OF CDS REQUESTED _____ @ \$1 PER DISC = \$ _____

DATE PAID: _____ CASH _____ CHECK _____

PROCESSED BY: _____
(Staff Member)