I, _______________________________ hereby request:

☐ inspection of the public records listed below.
☐ copies of the public records listed below.

The public records I want are: (please fill in author, recipient, date written, and subject matter, if known. The more information you provide the easier it will be for us to find the document you are requesting.)

• Every effort will be made to process your request in a timely manner. However, the City has up to ten (10) days to respond to a request for copies of an inspection of public records. If necessary, an extension of up to ten (10) days may be granted by the City Manager. The custodian of the record must notify you as to the time extension granted to produce the document.

• There is a fee for copies of public records, which must be paid before the copies are issued.

• In case the City needs to contact you about your request, you may be reached at ___________________________ and/or ___________________________
  phone number email address
  and/or ___________________________
  street address

______________________________  ______________________
Signature Date

FOR OFFICE USE ONLY

I _______________________ provided the above listed copies to _______________________
  staff name person who received copies

Date: ___________________ Amount charged: ______________

Additional comments: ____________________________

______________________________

Revised 1/30/2014
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