

PUBLIC RECORDS REQUEST FORM

**Date/Time
Stamp**

All public records request will be responded to within ten (10) days after receipt of the request. Responses may indicate further time, if necessary, if additional information is required, or an estimate of fees is required to fulfill the request, as examples.

Pursuant to Public Records Law all exemptions will be redacted from all material being released.

Enter Description of Materials Sought:

Name of Requestor Email Address

Firm/Company Name

Street, City, State, Zip Code

Phone Number

Office Use Only:

Received by	Initial Response	Subsequent Reviews	Fees	Paid	Date Records Provided