



**Procedures:**

(1) The Public Records Officer will respond within five (5) working days from receipt of this administrative records request.

(2) The procedures, the fee structure for providing records and the process for appealing the decisions of the Public Records Officer regarding exemptions, redaction and identification of the records can be found at [www.cityofportorcharad.us](http://www.cityofportorcharad.us). If you would like a printed copy of the procedures, please contact the public records officer using the information noted below.

Request Received: \_\_\_\_\_ at \_\_\_\_\_ am/pm

By: \_\_\_\_\_