

REQUEST FOR PUBLIC RECORD

GENERAL INFORMATION:

Records may be inspected during the normal business office hours of 8:00 a.m. to noon, and from 1:00 p.m. to 4:00 p.m. Monday through Friday unless the office is closed (example: holiday, training, etc.). Should normal business office hours change from those stated, the hours will be posted for public view.

CHARGE AND FEES:

For records that are not readily available, a fee may be charged at the actual cost per hour per employee engaged in the record search and copying. A minimum fee of \$8.00 may be charged for each request. A copying fee of \$0.50 per page shall be charged. Other charges may apply (example: postage, faxes, etc.). Charges will be collected in advance for inspection fees and copying.

PROCEDURES:

No records may be removed from City Hall. Each request for access to public records shall be acted upon as soon as possible, but not later than the end of the third business day following the date the request is received. If it is not possible for the record custodian to get the records by the end of the third day, a written explanation will be given of the cause for further delay and the date that the record will be available for inspection. There may be certain records that are not available to the public. The record custodian will give an explanation as to why these cannot be viewed.

Name of Person Requesting Record: _____
Print Name

Date: _____

Records Requested:

I agree to pay the cost of finding and copying the above records and agree to pay for these before viewing or copying the records.

Signature _____

<i>Office Use Only:</i> Cost: _____ Date Available: _____
