

REQUEST FOR PUBLIC RECORDS

Name: _____

Mailing Address _____

Email _____

Phone _____

REQUESTED RECORDS:

A response will be provided to you within three business days. Original documents may be viewed at City Hall but may not be removed from City Hall. Copies of documents will be provided upon request at the rate of \$.10 per page with no charge for the first 10 pages. CD's, cassette tapes, and postage will be charged at the actual cost to the City. Documents that are not readily available and require research time will be billed at the actual cost of clerical staff costs and an estimate will be provided.

Date_____
Signature

Received on _____ *at* _____

BY: Linda Eddy, City Clerk

Response Given: _____ *at* _____.