

# PUBLIC RECORDS REQUEST

Name of Requestor:

Address:

Telephone:

Email:

**Records Description (be specific):**

# of copies requested: \_\_\_\_\_

**(for office use only)**

Received by \_\_\_\_\_ Date \_\_\_\_\_ Completed \_\_\_\_\_

Assigned to: \_\_\_\_\_ Time Spent \_\_\_\_\_

Additional Information \_\_\_\_\_

Cost \_\_\_\_\_ Date Mailed / Delivered / Picked up \_\_\_\_\_

Finance Coding: \_\_\_\_\_