



REQUEST FOR INFORMATION OR ACCESS TO PUBLIC RECORDS

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

I hereby request to () review () obtain a copy of the following public records or information:

REASON FOR REQUEST:

- ☐ Individual seeking information for personal use and not for a commercial purpose
- ☐ Affiliated with private commercial entity seeking information for use in entity's business
- ☐ Representative of public interest organization seeking information as part of news gathering function and not for a commercial purpose
- ☐ Affiliated with education or non-commercial scientific institution seeking information for scholarly or scientific purpose and not for a commercial purpose
- ☐ News media representative from _____
- ☐ Other _____

Signature of Applicant



() Request Approved

() Request Denied - Reason: _____

Information to be () picked up () emailed () mailed (additional cost may be assessed)

If research is required, there will be an additional charge. Please see reverse for explanation.

Estimated cost: _____ copies @ \$1.00 per page; _____ research hours @ \$25 per hour

Total amount: \$ _____ Receipt # _____ Date: _____

Final cost: _____ copies @ \$1.00 per page; _____ research hours @ \$25 per hour

Total amount: \$ _____ Receipt # _____ Date: _____

Request completed on _____ by _____

Excerpts from Resolution 2023-14:

Requests to view or obtain copies of records that are not specific in nature and/or require compilation of data: Response to requests of this nature may require additional time, since research may be necessary to locate the records, review their status, or determine the complexity of the request. Charges for time may be necessary for records that are bound, require removal of staples, etc., or require editing to maintain the confidential status of portions of the material. The feasibility of providing access to records that are not of a standard size or format or are voluminous in nature must be determined.

Calculation of costs; Payments: No charges will be assessed for research that is necessary to evaluate and determine the feasibility of the request. Applicants will be given an estimate of the time and cost involved in providing the requested records or information. Applicants will be required to pay the estimated amount before the actual work or research is performed. The actual cost will be determined upon completion, and adjustments to the payment will be made if necessary. There will be no fees for the first half hour; thereafter, the cost will be calculated at \$25 per hour or portion thereof.