Special Note- This form serves only to assist in fulfilling the Public Records Request accurately. The form is not mandatory and no request will be denied if the information is not provided.

Copies of requested items will be provided within a reasonable period of time.

PUBLIC RECORDS REQUEST

DATE:_____

REQUESTER:_____

PHONE NUMBER:_____

ADDRESS:_____

TYPE OF RECORDS AND DATE RANGE:_____

_____

_____

_____

CASE # :_____

REQUEST SENT BY: EMAIL _____ PERSONAL PICK UP _____
FAX _____ MAIL _____

FEES COLLECTED: YES_____ NO_____ AMOUNT _____