

## Public Records Request Form

Date of Request: \_\_\_\_\_

Requestor name if given: \_\_\_\_\_

How to contact them: \_\_\_\_\_

Reason for request if they volunteer the information:

\_\_\_\_\_

Information Requested: \_\_\_\_\_

\_\_\_\_\_

Dates of information Requested: \_\_\_\_\_

What choice of media do they want the data:

Paper copies are 25 cents per page plus postage

Email is free

Cost for CD (\$1) plus postage

Date employee called for follow-up if needed: \_\_\_\_\_

Date of request completion: \_\_\_\_\_

Requestor's choice as to Mode of delivery:  mail  pickup  email

List of any data that was redacted due to privacy laws:

Employee completing request: \_\_\_\_\_