

Public Records Request Worksheet

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: _____