



Request for Record Inspection and/or Copy

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. The record custodian prior to release of any information will review all requests for record inspection. A reasonable time is allowed by state law for the City to furnish the record requested, and a charge for providing access/copies to public records is also authorized by state law and has been established by the City Council. These charges are set at a level to compensate the City for the actual costs incurred in honoring your request. The fee schedule established by the City is posted in the City Clerk's office.

Name: _____ Phone No. _____

Address: _____

Record Sought: _____
(Be Specific)

Record Provided: _____
(Office Use Only)

Signature: _____

To be completed by Record Custodian

Date & Time of Request: _____ Staff Time Involved: _____

Date & Time Provided: _____ No. of Copies Provided: _____ X .25 = _____

Total Charges: _____

Record Custodian: _____