



Request for Open Record Inspection and Reproduction

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. All requests for record inspection will be reviewed by the record custodian prior to release of any information. 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 Manager. 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.

(To be completed by Requester)

Name: _____

Street Address: _____

City/State/Zip: _____

Phone Number: _____

Is this request for commercial purposes? Yes [] No []

Records and/or copies requested. Provide specific description of records.

RECORD TITLE	RECORD DESCRIPTION	RECORD DATE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of copies: [X] Inspection only: [X]

Signature of Requester: _____ Date: _____

OFFICE USE ONLY

Prepayment required: Yes [] No []

Time of Request:

Date: _____

Time: _____

Staff Time: _____ (hours)

Time Access/Copies Provided:

Date: _____

Time: _____

_____ (minutes)

Number of copies: _____ (@ \$ _____) Total Copy Fees: \$ _____

Staff time: _____ (@ \$ _____) Total Staff Fees: \$ _____

Other charges: _____ Total Other Fees: \$ _____

TOTAL FEES: \$ _____

Record Custodian: _____ Date: _____