



# OPEN RECORDS REQUEST

I respectfully request the following information in accordance with the Open Records Act:

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Requested By:

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Address:

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Phone Number:

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Request submitted on (date) \_\_\_\_\_ and at (time) \_\_\_\_\_

Requested accepted by \_\_\_\_\_

Reason for request (not required)

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I understand there is a per copy charge and possible an employee charge depending on the amount of information requested.

\_\_\_\_\_  
Signature of person requesting information

**(Office use only)**

Response provided to \_\_\_\_\_ by way of

\_\_\_\_\_

\_\_\_\_\_  
Signature of person responding to request