

**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. 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.

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF RECORD REQUEST: \_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

RECORD SOUGHT:  
(Be specific)

RECORD PROVIDED:  
(Office Use Only)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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(To be completed by Record Custodian)

DATE & TIME OF REQUEST: \_\_\_\_\_

DATE & TIME ACCESS PROVIDED: \_\_\_\_\_

STAFF TIME INVOLVED: \_\_\_\_\_

NO. OF COPIES PROVIDED: \_\_\_\_\_

TOTAL CHARGES: \_\_\_\_\_

\_\_\_\_\_  
Record Custodian