



OPEN RECORDS REQUEST

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

Requested By: _____

Address: _____

Phone Number: _____

Request submitted on (date) _____ and at (time) _____

Requested accepted by _____

Reason for request (not required) _____

I understand there is a per copy charge and possibly 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