

**REQUEST FOR RECORD INSPECTION AND/OR COPY(S)**

**RECORDS ARE OPEN FOR INSPECTION, COPYING OR MECHANICAL REPRODUCTION UNLESS SPECIFICALLY EXEMPT BY LAW. THE RECORD CUSTODIAN PRIOR TO RELEASE WILL REVIEW ALL REQUESTS FOR RECORDS. A REASONABLE TIME IS ALLOWED FOR RETRIEVAL OF THE RECORDS YOU REQUESTED. LAW PROVIDES FOR A CHARGE FOR FEES AND COSTS ASSOCIATED WITH YOUR REQUEST. THE FEE ESTABLISHED BY THE MUNICIPALITY IS FILED IN THE CITY CLERK'S OFFICE.**

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

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

**TELEPHONE NUMBER:** \_\_\_\_\_

**RECORDS SOUGHT:(provide details and be specific)** \_\_\_\_\_

\_\_\_\_\_

**Do you want to view the records? Yes \_\_\_ No \_\_\_ Do you want copies of the records? Yes \_\_\_ No \_\_\_**

I understand and agree to pay all fees or costs incurred by the municipality for copying or search of records to satisfy my request; and, that payments of the fees and costs may be required in advance at the time my request is made; and that the municipality is not required to make such copies or commence a search of records prior to payment of the fees and costs. **(See the posted fee schedule for charges for copies and search time.)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

**DATE AND TIME OF REQUEST:** \_\_\_\_\_

**DATE AND TIME RECORD/ACCESS PROVIDED:** \_\_\_\_\_

**SEARCH TIME INVOLVED:** \_\_\_\_\_ **NUMBER OF COPIES PROVIDED:** \_\_\_\_\_

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

**PAYMENT RECEIVED:** \_\_\_\_\_

**AUTHORIZATION TO RELEASE RECORDS APPROVED BY CITY MANAGER:**

\_\_\_\_\_  
Steven C. Whitlock

\_\_\_\_\_  
Date