



PUBLIC RECORDS REQUEST

The goal of the City is to provide timely response to requests for any and all public records. Pursuant to the Public Records Act, the City will provide information **within 10 days** or advise you in writing of any exemption from disclosure or delay in providing the information and when it will be made available. Requests that are not exempt from disclosure that require research, retrieval, and reproduction will be provided at the earliest date possible and, in any case, within 24 days.

- A charge of \$.10 per single-sided page (8 1/2 x 11 or 8 1/2 x 14).
- Video tapes – \$29 per tape (A copy may be checked out with a \$27 deposit.)
- Audio tapes – \$7 each
- CD Recordable (CD-R) - \$1 each
- Copies of large maps/documents will be based upon the charge for outside copy service.
- Outside vendor copies will be based upon the charge for outside copy service

TODAY'S DATE _____

REQUESTOR'S NAME _____

REQUESTOR'S ADDRESS _____

REQUESTOR'S PHONE _____

REQUESTOR'S EMAIL _____

I am requesting COPIES or CD of the document(s)/records

I would like to REVIEW the document(s)/records

ADDRESS OF RECORDS REQUESTED:

DEPARTMENT YOU ARE REQUESTING RECORDS FROM:

- FIRE ADMINISTRATION** Incident/Investigation Report _____ (DATE)
- FIRE PREVENTION** Violations from _____ to _____ (DATES)
- HAZMAT REGULATIONS** Violations from _____ to _____ (DATES)

DESCRIBE DETAIL OF RECORDS BEING REQUESTED

1. _____
2. _____
3. _____

Office Use Only

MVA # _____ Date Rcv'd _____

MVA Closed _____ Date Closed _____

Superv Apprvl for Release _____