



## OPEN RECORDS REQUEST

### PLEASE PRINT

Requester Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Time of Request: \_\_\_\_\_

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### TYPE OF REQUEST

Review of records \_\_\_\_\_ Copies \_\_\_\_\_ Review & Copies: \_\_\_\_\_

### INFORMATION YOUR DESIRE AND/OR LIST EACH REQUESTED DOCUMENT:

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

### PREFERRED METHOD OF DELIVERY:

In person: \_\_\_\_\_ Mail: \_\_\_\_\_ Digitally: \_\_\_\_\_

If requesting delivery via mail or digitally provide address documents should be delivered to: \_\_\_\_\_



**ACKNOWLEDGMENT**

There are fees associated for copies or requests that require significant resources or staff time. Research and retrieval after the first half hour (30 minutes) will be charged at \$15.00 per hour.

The Town will provide an estimate of costs prior to incurring such costs as a pre-condition to processing your request. Half of all estimated costs will be collected as a deposit before any request is processed and all outstanding balances must be paid prior to release of any documents.

<b>FEE SCHEDULE</b>	
Copies (letter and legal)	\$1.00 first page
	\$0.15 for each additional page
Research and retrieval after first half hour	\$15.00 per hour
Data storage device (CD, DVD, flash drive)	Actual Cost
Shipping	Actual Cost
Maps & Oversized documents	Varied

I hereby acknowledge I have read and understand this estimate of costs and collection of fees.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





**FOR STAFF USE ONLY**

Item	Number	Fee	Total
Deposit			
Copies		\$1.00 first page	
		\$.025 each following page	
Research		\$15.00 per hour	
Flash Drive		\$5.00	
Shipping		Actual cost	
Maps & Oversized documents		Varied	
			<b>TOTAL: \$</b>
			<b>DEPOSIT: \$</b>
			<b>BALANCE DUE: \$</b>

**Reason(s) for denial of request:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Date of response:** \_\_\_\_\_      **Time of Response:** \_\_\_\_\_  
**Fulfilled by:** \_\_\_\_\_      **Title:** \_\_\_\_\_