

# Public Records Request Form

## CITY CLERK'S OFFICE

### Public Records Request | Form CR-300

Under State Open Records Act, public records are available for inspection and copying except as specifically exempted by law.

#### Requester Information

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Records Requested

Please describe the records you are seeking with sufficient detail to allow staff to locate them:

---

---

---

Date Range (if applicable): From \_\_\_\_\_ To \_\_\_\_\_

#### Preferred Delivery Method

- ☐ Email (PDF) - No charge for electronic delivery
- ☐ Mail (paper copies) - \$0.25 per page plus postage
- ☐ In-person pickup - \$0.25 per page

#### Processing Information

Requests processed within 10 business days. Complex requests may require additional time. Staff time in excess of 2 hours charged at \$30/hour.

Submit to: recordsrequest@city.gov or City Clerk, 100 Main Street