

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