

Request for Record Inspection and/or Copy

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. The records custodian prior to release of any information will review all requests for record inspection. State law for the Town to furnish the record requested allows a reasonable time, and a charge for providing access/copies to public records is also authorized by state law has been established by the Town. These charges are set at a level to compensate the Town for actual costs incurred in honoring your request. The fee schedule established by the Town is posted in the Town Clerk's office.

Your Name: _____

Address: _____

City/State/Zip: _____

Purpose of Record Requested: _____

Signature: _____

Record Provided (office use):

Record Sought (be specific):

Date & Time of Request: _____

Date & Time Access Provided: _____

Staff Time Involved: _____

No. of Copies Provided: _____

Total Charges: _____

Record Custodian