



OPEN RECORDS REQUEST

PERSON MAKING REQUEST

ADDRESS

TELEPHONE (work)

(home)

DETAILED DESCRIPTION OF RECORD(S) BEING REQUESTED:

All copies will be made at \$.15 for each standard 8 1/2 x 11 or 8 1/2 x 14 black and white copy and \$.50 for each standard 8 1/2 x 11 or 8 1/2 x 14 color copy; however, special sized documents and different media will be charged accordingly. All information requested will be made available on a time permitting basis.

SIGNATURE

DATE

BELOW LINE FOR TOWN USE ONLY

RECORD(S) PROVIDED:

EMPLOYEE SIGNATURE

DATE