

For Office Use Only

Date Request Received: _____ Person Accepting Request: _____

Request Received: Mail _____ Telephone _____ Fax _____ Walk-In _____

Fees: No Charge \$ _____ Cost to Provide Copy \$ _____ Fee Receipt #: _____

Date Record Provided: _____

Place, time, & date record available for inspection: _____

Explanation for cause of delay, if applicable: _____

If request is denied, date request forwarded to City clerk for denial: _____

Date written statement by City Clerk explaining denial provided: _____

(Copy to be attached to the request form)