

PUBLIC INFORMATION REQUEST FORM

(PLEASE ALLOW 10 (TEN) BUSINESS DAYS TO PROCESS UNLESS OTHERWISE NOTIFIED)

Date:

Name of Requestor:

Mailing Address:

City, State and Zip:

Email Address:

Documents Requested:

Type of request:      Document Review (in office)      Copy of Document      Email Document

Number of Copies:

(\$1.00 per copy)

GENERAL INFORMATION:

1. Public information is available during normal business hours of the city, 8:00 am – 2:00 pm Monday - Thursday and 8:00 am – 12:00 pm Friday.
2. If the information is in use or storage, the custodian or representative shall certify this fact and set a day and hour within reason when the record will be available. No original copies will leave the city office without permission.
3. Identification is required.
4. The designated area for review of information is the city office.
5. If a question arises as to whether the requested information is or is not public information, the city will submit a request for determination to the attorney general within 10 days after receiving the request.