

# **TOWN OF PLANTERSVILLE**

## **WRITTEN REQUEST FOR PUBLIC RECORDS**

NAME OF PERSON REQUESTING PUBLIC RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE NO.: \_\_\_\_\_

PLEASE GIVE A DETAILED ITEMIZATION OF THE PUBLIC RECORD SOUGHT, INCLUDING A DESCRIPTION OF THE ITEM, ITS LOCATION, THE PURPOSE OF THE REQUEST, AND WHETHER THE PERSON SEEKS INSPECTION OR REPRODUCTION OF THE RECORDS.

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### **NOTICE:**

The City Clerk shall inspect the written report and make an initial determination of whether the request is proper. In the event the request is proper, the Clerk shall notify the person requesting the documents of the time and place of the inspection or reproduction, the cost thereof, and the date the documents will be produced or inspected. Prior to the reproduction of, or inspection of any public records, the person requesting the same must **prepay** the cost of reproduction, a charge will be assessed at the rate of actual employee salary per hour for each employee working on the same request. Upon the prepayment of the requested records, the Town Clerk shall cause the public records to be reproduced and or be available to the requesting person within 7 working days thereof.

The cost of City employees necessary for inspection or reproductions shall be calculated at that employee rate of salary paid by the Town. If copies of public records are to be mailed, the actual cost of packing and mailing cost shall be paid. All inspections or reproductions shall be made in the City Hall except where it is **NOT** possible to do so. **NO** Public Records shall be removed from City Hall without the express written consent of the City Clerk.

In the event the City Clerk determines the request is for items not public records or exempt, she shall notify the Mayor and Board of Aldermen who shall determine whether the request is proper. The Mayor and Board of Aldermen shall in any event notify the person of a denial stating the specific reasons therefore within (7) working days of his/her request.

Signature of the Requesting Party: \_\_\_\_\_

Date of the Request: \_\_\_\_\_

Town Employee Signature: \_\_\_\_\_

Date Received at Town Hall: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Notice Sent: \_\_\_\_\_