



REQUEST FOR PUBLIC RECORDS FORM

\*\*\*The city reserve the right to charge \$.10 (ten cents) per page for copies and the average hourly rate of pay for clerical staff for research time for the requested information.\*\*\*

Date of Request: Time of Request:

Requester's Name:
Requester's Full Address:
Requester's Contact Number:

Public Record Being Requested:

Requester's Signature: \_\_\_\_\_

COMPLETED BY HANLEY HILLS EMPLOYEE/REPRESENTATIVE

Date request was received:
Date Documents were available:
Date Requester was notified:
Date picked up:
Picked up by:
Copying cost Receipt # Initial
Miscellaneous comments: