



Your request is not required to be in writing, nor is it required that your name or intended use of the records be disclosed. The information requested on this form is intended only to enhance our response to your request.

This form may be completed by the requestor of the information or by an employee receiving the request. All requests should be **immediately** forwarded to the Director or Fiscal Officer.

Please print all information below.

Name of Requestor	Today's Date
Complete Address	
Phone number	
Email address	
INFORMATION REQUESTED: <i>Please be specific!</i> Records sought must be identified with sufficient clarity to allow the Library to identify, retrieve and review the records.	
Type of Record Requested	
Relevant Date of Records	
Description	

RESPONSE (for office use only)

Acknowledgment that request was received:
Date/method sent
Employee's name
Public records provided:
Date/method sent
Employee's name
Total Cost, if any:
Detailed breakdown of total cost (including postage, copies, etc.):
Attach to this form a copy of all communications with the requestor and of all records provided and forward it to the Fiscal Officer for inclusion in the Public Records Requests binder.