

Public Records Request Form

Full Name		Daytime Phone #	
Home Address		Email address	
Mailing Address			

Additional notes: _____

<u>Name of Record(s)</u> Please be specific about what type of records you are looking for so we can better address your request	<u>Date(s) of Record(s)</u>	<u>Type of Record</u> (DVD, Plans, Documents, etc.)	<u>Number of items</u>

Received by:

Signature		Title		Date	
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I am requesting the public records listed above and I understand that the office of the Town Administrator has up to 10 business days (Monday through Friday, excluding legal holidays) to respond to my request. I also understand that I may receive any records via email, facsimile, regular mail, or by picking up said documents.

Signature

Date