

## Request for Record Inspection and/or Copy

Records are open for inspection unless specifically exempt from disclosure by the Open Records Act or other laws. All requests for record inspection will be reviewed by the record custodian prior to release of any information. A reasonable time is allowed by state law for the Town to furnish the record requested, and a charge for providing access/ copies to public records is also authorized by state law and has been established by the Town Board of Trustees. These charges are set at a level to compensate the Town for the actual costs incurred in honoring your request. The fee schedule established by the Town is \$0.25 per copy for regular copies, \$1.00 per copy for certified copies, and \$10.00 per hour research fees when applicable.

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Purpose of Record Requested: \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Record Sought (be specific)

Record Provided (office use):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

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(To be completed by Record Custodian)

Date & Time of Request: \_\_\_\_\_

Date & Time Access Provided: \_\_\_\_\_

Staff Time Involved: \_\_\_\_\_

Number of Copies Provided: \_\_\_\_\_

Total Charges: \_\_\_\_\_

\_\_\_\_\_  
Record Custodian