

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Sent Out by: \_\_\_\_\_ Date: \_\_\_\_\_

APPLICATION FOR PUBLIC INFORMATION

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

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

Ph. Number: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Best way to receive information

Pick Up      Fax      Mail      E-mail

Information Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A charge will be assessed for information. Charges for public records are as follows:

- (a) For fifty (50) pages or less of readily available information, the copying charge shall be \$ .10 per page.
- (b) For fifty (50) pages or more of readily available information, the copying charge shall be \$ .85 for the first page and \$ .10 for each additional page.
- (c) For any quantity of information deemed not to be readily available, the actual charge shall be \$ .70 for the first page and \$ .10 for each page thereafter, plus actual labor costs incurred by the City in providing the requested information.

Cost Breakdown:

\_\_\_\_\_ # of pages      x      \_\_\_\_\_ Cost/page      =      \_\_\_\_\_ Total Cost

I hereby agree to the terms set forth above by signing this application below.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

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Office Use Only