

Request for Public Records Form

NAME OF REQUESTOR: _____

DATE OF REQUEST: _____

MAILING ADDRESS OF REQUESTOR: _____

PHONE: _____

EMAIL: _____

RECORDS REQUESTED: (Be as specific as possible, providing a description of the types of records, dates, parties to correspondence, subject matter, etc. The public body will do its best to assist you in identifying the records sought).

There may be costs involved in responding to your request. Refer to the Corporation's policy for information about costs and access to records.

PLEASE CONTACT ME IF COSTS WILL BE GREATER THAN: \$ _____

Within 15 business days from receipt of your request the Corporation must either provide you with access to records, deny your request or state that additional time is needed.