SAMPLE DOCUMENT - FOR DEMONSTRATION ONLY - NOT AN OFFICIAL RECORD

City of Demonstration

Public Records Request Form

Requester

Name: _____ Email or mailing address: _____

Records requested

Describe the records as specifically as possible, including dates and subject matter.

_____

Format

[ ] Electronic copy [ ] Paper copy [ ] Inspect in person

Fees

The first 20 pages are free. Additional copies $0.25 per page.