
Public Records Request Form

Requestor's Name (first and last): _____

Requestor's Phone Number: _____

Requestor's Email Address: _____

Requestor's Address: _____

Description of Records Being Requested, Please Be Specific (*Examples: Site address, permit number, parcel number, type of permit, court citation number, date or date range of records, Council/Board meeting date and topic. This information will help us search for the records you are requesting.*)

How would you like to receive your request?

☐ File Review

☐ Hard Copies

☐ Electronic Copies

Internal Use Only

Department/Division: _____ Designee: _____

Date Received By Designee: _____