

Date Submitted: _____

For Finance Department:	Department: _____
Copies (3047)	\$ _____
Maps (310)	\$ _____
Postage (3041)	\$ _____
Research Cost (1012)	\$ _____
Supplies (3051)	\$ _____
Total Paid \$ _____	

Request for Public Records

The following Public Records are requested: (choose one) View ____ Copy ____

- Meeting Minutes Date(s) of Meeting(s) _____
- Copies of Meeting Packet Date(s) of Meeting(s) _____
- Recording of Meetings Date(s) of Meeting(s) _____
- Other _____

Please give us a contact number or email address if you wish to be notified when your copies or information are ready or in case any questions arise concerning your request. _____

PLEASE NOTE: If you are making this request other than in person and your request will incur research fees, the estimated fee will be calculated and the request will be held for your approval and deposit. If you have given us a contact number, we will call (or e-mail) the estimate to you. You are not required to provide a contact number. If you have not given us a contact method and fees will be incurred beyond copy costs, or questions arise, your request will be held until you contact us.

FEES

One Sided Copy	\$0.15	Audio Tape – Cost of tape plus employee time to copy
Two Sided Copy	\$0.20	Computer Disc – Cost of CD plus employee time to copy
Certified Copy	\$1.00	
Maps	\$5.00	

SERVICE CHARGE – A fee based on the records custodian's rate of pay will be charged for extensive use of information technology resources or the labor cost of the personnel providing the service. Extensive means more than 30 minutes to locate, review for confidential material, remove confidential material, copy and re-file the requested material. Estimated cost of extensive research and copying must be paid in advance. Any differences will be collected or refunded when the material is picked up.

For Office Use Only

Estimate of Research Fees:

Person assigned _____

Research = \$ _____ per hour

Estimated Time = _____ (hours)

Estimated Cost =

$$\frac{\text{Time}}{\text{Cost}} \times \$ \text{Research} = \$ \text{_____}$$

Actual Research Fees:

Start Time: _____

Finish Time: _____

Total Time: _____

Cost =

$$\frac{\text{Time}}{\text{Cost}} \times \$ \text{Research} = \$ \text{_____}$$