



## Request for Open Records

The Finance Office will process the request within ten business days unless otherwise stated

Name of Individual Requesting Open Records: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Information Requested (Please be specific): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Fee Schedule:									
Standard (black and white, single-sided copy, on white, 8 ½" x 11" or 8 ½" x 14" paper)	\$ .30 / page								
Other (various sizes, including photographs, blueprints, and other media)	Actual or reasonable estimated City cost of production								
Facsimile Transmission of Copies	\$2.00 for the 1 <sup>st</sup> page, \$1.00 for each additional								
Research, retrieval and compilation requiring less than 15 minutes of cumulative staff time	No charge								
Research, retrieval and compilation exceeding 15 minutes of cumulative staff time	Actual City cost per staff per hour, plus document fees								
Information stored or provided electronically	Actual City cost								
For Internal Office Use									
Date Request Completed:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: none;">Estimated Cost:</td> <td style="width: 50%; border: none;">\$ _____</td> </tr> <tr> <td style="border: none;">Amount Prepaid:</td> <td style="border: none;">\$ _____</td> </tr> <tr> <td style="border: none;">Balance due before release:</td> <td style="border: none;">\$ _____</td> </tr> <tr> <td style="border: none;">Total Amount Paid:</td> <td style="border: none;">\$ _____</td> </tr> </table>	Estimated Cost:	\$ _____	Amount Prepaid:	\$ _____	Balance due before release:	\$ _____	Total Amount Paid:	\$ _____
Estimated Cost:		\$ _____							
Amount Prepaid:		\$ _____							
Balance due before release:		\$ _____							
Total Amount Paid:	\$ _____								
Completed By:									
If unfulfilled, provide reason(s):									