**Public Records Request Form**

***Per Chapter 121, Acts of 2016*** –

**RE: RECORDS ACCESS OFFICER**-*Agencies & municipalities are required to designate one or more Records Access Officers (RAO).*

**RE: DELIVERY** –*Sec. 10(a): A request may be delivered to the RAO by hand, via first class mail or via electronic mail*

**RE: TIME**–*Sec 10(a): A records access officer appointed pursuant to 6A shall at reasonable times and without reasonable delay permit inspection or furnish copy of any public record … not later than 10 business days following receipt of request*

**RE: FEES***–Sec. 10 (d): A records access officer may assess a reasonable fee for the production of a public record except those that are freely available for public inspection. The reasonable fee cannot exceed the actual cost of reproducing the record, specifically not to exceed 5¢per page and $25 per hour.*

**RE: Office/Department/Committee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Complete and Detailed Description of Record Requested** (including applicable names, addresses, file #, dates, etc.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested by:**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
|  |  |
| **Email:** |  |
| **Phone:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Disposition:** |  | **Electronic** |  | **Paper format** |  |
|  | **Mail to:** |  | ***Attach SASE*** |
|  |  |  |  |
|  | **Telephone when ready to pick up:** |  | **Called on:** |  |
|  |  |  |  |  |
|  |
| ***Records Access Officer Use Only:*** |
| Received on: |  |  | Preliminary completion date: |  |
|  |  |  |  |  |
| *(10 business day from date of receipt)* |
| Fee Arrangements: | $25 per hour research fee and 5¢ per printed page (paper format) |
| Estimated Fees: |  |
|  |  |
| **Completion:** |  |
|  | Mailed on: |  | by: |  |  |  | Cert’d mail |  | Return receipt |
|  |  |  |  |  |  |  |  |  |  |
|  | eMailed on: |  | by: |  |  *(attach copy of “sent” item)* |
|  |  |  |  |  |  |
|  | Picked up on: |  | by: |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| ► Signature of recipient: |  | RAO init: |  |
|  |  |  |  |