**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:** |  |

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| **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: | | | | | |  | |
|  | | | | | |  | | | | | | | | | | | | | |  | | | | | |  | |