

Office Use

Name of staff that request was assigned to:

Date:

Is information requested considered public data: *(Verify with City Administrator, if questionable)* Yes No; Explanation:Staff action / response: *(Coordinate with office support staff to collect/disseminate data)****Fees applicable for requests of 4 pages or more only.***

Fees: _____ pages x \$0.25 + tax = \$_____ Total Due

Date paid: No Charge Cash Check # _____ Staff initials:Date disseminated to applicant: _____ Format: Paper Email / Fax