

REQUEST FOR PUBLIC RECORDS

Please complete this form to request an inspection or photocopies of Village records; either the requester, or staff receiving the oral request, will complete this form. Public records may be requested, inspected, and/or copies obtained during normal business hours. **Prepayment may be required for any requests expected to exceed \$5.00, in accordance with §19.35(3)(f).**

Date of Request _____

Name _____

Address _____

Telephone Number _____ Email Address _____

Check if email is preferred method of return for records.

Information or Records Requested (Be specific): _____

For email/electronic requests: If the files requested are too large to be sent by email, a new unopened flash drive is required to be provided by the requester.

Fees: Hours to locate ____ x Hourly wage plus benefits \$ _____ Total \$ _____

Signature of Person Receiving Request: _____

All requests shall be processed as soon as practicable and without delay. Please allow at least 10 days for information to be researched. Your request will be given priority and you will be notified as soon as the records requested are available to you.

Any information given orally or in writing by Village officials may be subject to errors or omission and shall not be a binding liability upon the Village of Raymond.