

**CITY OF BANE BERRY
REQUEST FOR PUBLIC RECORDS**

Person Receiving Request _____

Date and Time of Request _____

Person Making Request _____

Telephone _____

Address _____

Description of Record(s) Being Requested

I, the undersigned, have read and understand the attached Ordinance, Section III and IV, providing for the maintenance, preservation and protection of public records, and establishing procedures and fees for accessing and copying open public records.

I agree to abide by all provisions of the ordinance.

(Signature of Person Making Request)

(Date)

Date and Time Request Completed: _____

Fees for copying related to this request: _____