



# Public Records Request

Please complete this form and remit to the City Clerk.

Name of Person / Entity Requesting Public Records: \_\_\_\_\_

Mailing address: \_\_\_\_\_  
City State Zip Code

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Please select one of the following:

Inspect Records  Receive an electronic copy of records (if available)  Receive a physical copy of records

of:

Description with reasonable specificity:

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

I am aware that The City of Moriarty charges \$.25 per copy, should the cost of this records request exceed \$ \_\_\_\_\_; please contact me to discuss my request.

Signature of Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

*Upon receipt of written request for public records, the inspection shall be permitted immediately or as soon as is practical under the circumstances, but not later than fifteen days after receiving written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the City Clerk. Documents 11" x 17" or smaller may be obtained for twenty-five cents (\$.25) per page; all general ordinances are \$5.00 for the first page, and \$1.00 per page thereafter; subdivision, zoning, comprehensive zoning ordinances and comprehensive plans are \$10.00.*

## For Office Use Only

Date Received: _____	Date Delivered: _____
Method of Request: _____	Method of Delivery: _____
Request Received By: _____	Request Received By: _____
Number of Pages: _____ Cost: _____	Receipt Number: _____
Comments: _____	
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>