

BAL HARBOUR

- V I L L A G E -

PUBLIC RECORDS REQUEST FORM

Pursuant to Section 119.07, Florida Statutes, the below identified person hereby request to **Inspect** or **Receive a Copy** (mark "X" as applicable) of the following records:

Date of Request: _____

Type of Record(s): _____

Details:

Time Period For Record(s): _____

REQUESTOR CONTACT INFORMATION

It is **NOT** required that the Village Clerk obtain the name address, telephone number, or other personal information from the person making the request, and such person may decline to provide such information. In the event that the person making the request for public records declines to provide a written request, a written request shall not be required, and instead the Village Clerk shall complete this form, in order to document the request and the Village's compliance.

Name of Requestor: _____

Phone #: _____

Fax#: _____

Email: _____

Mailing Address: _____

Request Received By: _____

Date: _____

SECTION TO BE COMPLETED BY VILLAGE STAFF

Request Assigned to: _____

Date Assigned: _____ Date Completed: _____

Extensive Request: NO YES IF **NO**, PLEASE SKIP TO REVIEW AND APPROVAL SECTION.
IF **YES**, PLEASE FILL OUT EXTENSIVE RESEARCH LOG.

EXTENSIVE RESEARCH REQUEST LOG

DATE(S) OF RESEARCH:	HOURLY RATE:	TOTAL HOURS/MINUTES:	TOTAL AMOUNT PER DAY:

DUPLICATING COSTS (COPIES, CD) TOTAL: _____

NOTES: _____

GRAND TOTAL DUE: _____

DATE PAID: _____ Payment Method/Info: _____

REVIEWED AND APPROVED BY:

Employee Signature: _____ Date: _____

Village Clerk Signature: _____ Date: _____

Dwight S. Danie