

Open Records Request Form

Please fill out this form if you are requesting an inspection or photocopies of public records.

Public records may be requested, inspected and copies obtained during normal business hours of Monday through Friday 7:30 AM to 4:00 PM. In some cases, records may require retrieval and therefore may not be immediately available for inspection. Every effort to will be made to respond to the open records request as soon as is practicable and without delay.

The cost of photocopying of records shall be .50 cents per side of page, which has been calculated to be the actual, necessary and direct cost of reproduction. In some cases, such response costs may go beyond simply copying a requested record. In these cases, the Records Custodian may charge for any and all costs associated with complying with an open records request up to and including applicable shipping, mailing and hourly wages of Records Custodian or designee thereof. Per §19.35(3)(f) a prepayment of such costs associated with an open record request in access of \$5.00 may be required prior to processing such open records request.

REQUESTO	R'S INFOR	MATION (Please	e Print)		MUNICIPAL RECORDS USE	
Name:	First Name	Middle Initial	Last Name		Date Stamp When Received:	
Group: Address	Company Name or Group Affiliation Route or P.O. Box Number					
Preferred Contact Phone: Fax:	Village	State		Zip Code	Time Received:: AN PM Received By:	
Email:						
Document Re		additional sheet if necess	ary.		Time Completed: AM PM	
Reason Reque	ested				Access to Documents: Approved Denied	
U		quester Inspected cument Requeste			Records Custodian:	
Signature			Date		Signature Date	
Please allow at least <u>10</u> 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 for your inspection or release. Records will be available for pick up for 7 days from completion contact date.				No. of Pages Fees Received: \$(Attach Paid Invoice Receipt)		
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 Hobart.					Remarks/Actions:	