

VILLAGE OF OXFORD

PUBLIC RECORDS REQUEST

PUBLIC RECORDS LAW Section 84-712 through 84-712.09

(1) All citizens of this state, and all other persons interested in the examination of public records are hereby authorized to (a) examine, make memoranda, copy using their own copying equipment, all free of charge during the hours the office is kept open for the ordinary transaction of business

ALL REQUESTS MUST BE SUBMITTED IN WRITING.

INFORMATION PROVIDED BY REQUESTER			
Date of Request (mm/dd/yyyy)	Submitted To (Dept/Agency)	I am Submitting This Request (please check one)	
		In Person	Scan-Computer
		Fax	Mail
Name (print)		Mailing Address (required)	
Telephone	Email Address	Fax Number	

PLEASE CLEARLY IDENTIFY THE RECORD(S) OR INFORMATION BEING REQUESTED

I REQUEST TO: (please check all that apply)

IF THE REQUESTED RECORD(S) ARE NOT AVAILABLE, HOW SHOULD WE CONTACT YOU?

- Inspect the records named/described
- Make notes from the records named/described
- Obtain copies of some of the records named/described
- Obtain copies of all records named/described
- ESTIMATE OF COSTS FOR RESEARCHING AND PROCESSING EXISTING & AVAILABLE RECORDS \$ _____

- Call me to discuss.
- Fax
- Email
- By Mail
- I will return in person.

REQUESTER SIGNATURE: X _____

FOR OFFICE USE ONLY:

Date Received (mm/dd/yyyy)

Received By & Time: