



**PUBLIC INFORMATION REQUEST**

DATE: \_\_\_\_\_

**\*\*THE INFORMATION MAY OR MAY NOT BE AVAILABLE AT THE TIME REQUESTED OR MAY NOT BE AVAILABLE FOR PUBLIC INSPECTION. SHOULD THIS OCCUR, THE INFORMATION WILL BE RELEASED AT THE EARLIEST CONVENIENCE OR: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_**

PERSON REQUESTING INFORMATION: \_\_\_\_\_

REPRESENTING FIRM/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE#: \_\_\_\_\_

DESCRIPTION OF PUBLIC RECORD(S) BEING REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(SIGNATURE)

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**APPROVAL FOR RELEASE OF PUBLIC RECORD(S)**

ROUTED TO: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVAL MUST BE GIVEN BY THE DEPARTMENT HEAD AND/OR CITY MANAGER/ATTORNEY**

\_\_\_\_\_  
DEPT. HEAD

\_\_\_\_\_  
CITY MANAGER

\_\_\_\_\_  
CITY ATTORNEY