



**Open Records Request**

---

**\*Information requested:**

---

---

---

---

---

---

---

---

---

---

---

**Date:** \_\_\_\_\_

**Contact Information:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**\*EXPECT 7-10 DAYS TO RECEIVE RESPONSE ON OPEN RECORDS REQUESTS**

**OFFICE USE ONLY**

---