

VILLAGE OF ELMWOOD PLACE PUBLIC RECORDS REQUEST

Those individuals wishing to obtain copies of public records may do so. The Village will provide copies within a reasonable time after the request is received. Copies are provided at a cost of ten cents (\$0.10) per page for paper copies. In order to serve you better in providing access to, or copies of public records, we ask that you provide the following information:

Date in-person, verbal, written or email request received: _____

Name of Requestor (only if voluntarily provided; requests can be made anonymously):

Address (required for mail): _____

City: _____ State: _____ Zip Code: _____

Phone (optional): _____ Email (optional): _____

Description of records: _____

Desired format (paper, electronic, etc.): _____

Method of delivery (in person or via email, standard mail, electronic media, etc.): _____

FOR OFFICE USE ONLY

Date request received: _____

Date records made available for viewing: _____

Request received by: _____

Viewing witnessed by: _____

Date Copies provided: _____