

**REQUEST FOR PUBLIC RECORD
VILLAGE OF ASHLEY**

Name: _____

Request:

___ Written

Address: _____

___ Electronic

Phone: _____

Date Filed: _____

I request to have the public record(s) supplied to me in the following form: Inspection___ Copies___

Name and brief description identifying public record desired:

PAYMENT MUST BE RECEIVED PRIOR TO DELIVERY OF PUBLIC RECORDS

Will pick up ___ Please mail to the address above ___

List alternate address, if applicable _____

I understand a public body must respond to my request within (5) business days after it is received. The public body must grant or deny all or a portion of my request, or issue a notice extending for (10) business days, the period in which the public body must respond to my request. In place of these deadlines, I agree to allow the public body a reasonable time to process my request.

Signature

Office Use Only

Costs: In advance (over \$50.00)

Estimate _____
(-) 50% _____

Amount Due \$ _____

Date Available: _____

Request Number: _____

Final Account: _____

Mailing _____

Labor _____

___ Copies@ .10 _____

Other _____

Total _____

(-) Deposit _____

Amount Due \$ _____