



REQUEST FOR DISCLOSURE OF PUBLIC RECORDS ELECTRONIC MAIL REQUESTS

DATE:

PHONE:

(During normal business hours)

NAME:

ADDRESS:

CITY:

STATE:

ZIP CODE:

RECORDS REQUESTED: The City stores its emails in a database that can be searched using Search Terms and Boolean connectors (e.g. “and”, “or”, “not”). To ensure you receive all records that you desire, and also exclude records that you do not desire, please provide as much information regarding your email search as possible, including (if known), the sender, recipient, date range, email search terms, and any additional information you can provide to identify the specific emails you are seeking.

Email Sender(s):

Email Recipient(s):

Date Range:

Search Terms:

Additional Info:

HOW DO YOU WANT THE RECORDS PROVIDED?

I want a copy of the requested records. (Note: Copying costs may be charged in advance).

I want to inspect records, but do not want a copy.

I want to inspect records and select records to be copied.

Other: