

CITY OF EVERMAN  
OPEN RECORDS REQUEST

Date Requested: \_\_\_\_\_

Description on Public Record Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested By: \_\_\_\_\_ Phone No. \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Record Immediately Available: \_\_\_\_\_ Reviewed in Office: \_\_\_\_\_

Duplicate provided: \_\_\_\_\_ Cost: \_\_\_\_\_ Receipt No: \_\_\_\_\_

Record in Use: \_\_\_\_\_ Record in Storage: \_\_\_\_\_ Date Available: \_\_\_\_\_

Time Available: \_\_\_\_\_

I hereby certify that the records requested are being used or stored and are not immediately available.

\_\_\_\_\_

City Secretary \_\_\_\_\_ Date \_\_\_\_\_

Reviewed in Office: \_\_\_\_\_ Duplicate Provided: \_\_\_\_\_

Request for Record Denied: \_\_\_\_\_

Discussed with City Manager: \_\_\_\_\_ Discussed with City Attorney: \_\_\_\_\_

Considered Exception to Disclosure: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

\_\_\_\_\_

I hereby certify that I **did** receive the records requested.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that I **did not** receive the records requested.

Name: \_\_\_\_\_ Date: \_\_\_\_\_