

**REQUEST FOR PUBLIC RECORD**

**VILLAGE OF BANCROFT**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

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.**

Delivery to above address? \_\_\_\_\_

List alternate, if applicable \_\_\_\_\_

I understand a public body must respond to my request within five (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 ten (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:** \_\_\_\_\_

**Final Account:**

Mailing \_\_\_\_\_

Labor \_\_\_\_\_

\_\_\_\_\_ copies @ .15 each

Other \_\_\_\_\_

Total \_\_\_\_\_

**Amount Due:** \_\_\_\_\_

Date Available: \_\_\_\_\_