

**EXECUTIVE ORDER NO. 734**

**Public Records Request Form**

Complete and submit this form to make a public-records request. All fields must be completed with accurate information for your request to be processed.

Payment of fees may be required before your request is fulfilled.

Requestor's contact information:

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

Phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Street Address: \_\_\_\_\_

Agency you are requesting public records from: \_\_\_\_\_

Date of request: \_\_\_\_\_

I am willing to pay up to \$\_\_\_\_ in processing fees without prior notice by the agency.

Records requested (must be as specific as possible, requests that are overly broad may qualify as time-intensive requests and will take longer to respond to):