

CITY OF CLARKSTON
PUBLIC RECORD DISCLOSURE REQUEST

Requestor Name: _____

Address _____

City _____ St. _____ Zip _____ Phone _____

Request Made By: In Person In Writing By Telephone

RECORDS REQUESTED:

Title of Record _____

Date of Record _____

Please describe below the records you are requesting and any additional information that will help us locate them for you as quickly as possible.

Copy charges will be made for all copies requested. Standard charge is \$.15 per page. Postage may be added for requests by mail. An advance deposit may be charged.

I certify that if a list of individuals is obtained through this request for public records it will not be used for commercial purposes.

Signature _____

INSPECTION AND COPYING OF IDENTIFIABLE CITY RECORDS WILL BE PROVIDED PROMPTLY AS FOLLOWS: WITHIN FIVE BUSINESS DAYS OF RECEIVING A PUBLIC RECORDS REQUEST, THE CUSTODIAN MUST RESPOND BY EITHER (1) PROVIDING THE RECORD; (2) ACKNOWLEDGING THAT THE CUSTODIAN HAS RECEIVED THE REQUEST AND PROVIDING A REASONABLE ESTIMATE OF THE TIME THE CUSTODIAN WILL REQUIRE TO RESPOND TO THE REQUEST; OR (3) DENYING THE PUBLIC RECORD REQUEST. ADDITIONAL TIME REQUIRED TO RESPOND TO A REQUEST MAY BE BASED UPON THE NEED TO CLARIFY THE INTENT OF THE REQUEST, TO LOCATE AND ASSEMBLE THE INFORMATION REQUESTED, TO NOTIFY THIRD PERSONS OR AGENCIES AFFECTED BY THE REQUEST, OR TO DETERMINE WHETHER ANY OF THE INFORMATION REQUESTED IS EXEMPT AND THAT A DENIAL SHOULD BE MADE AS TO ALL OR PART OF THE REQUEST. IN ACKNOWLEDGING RECEIPT OF A PUBLIC RECORD REQUEST THAT IS UNCLEAR, THE CUSTODIAN MAY ASK THE REQUESTOR TO CLARIFY WHAT INFORMATION THE REQUESTOR IS SEEKING. IF THE REQUESTOR FAILS TO CLARIFY THE REQUEST, THE CUSTODIAN NEED NOT RESPOND TO IT. DENIALS OR REQUESTS MUST BE ACCOMPANIED BY A WRITTEN STATEMENT OF THE SPECIFIC REASONS THEREFORE.

Date Received:	Received by:	Forwarded to:	Respond by:	Date Completed:
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Comments and/or Action Taken:
