



FORM PERTAINING TO PUBLIC RECORDS REQUEST

Pursuant to Section 119.07, Florida Statutes, the below identified person hereby requests to [] inspect or [] receive a copy (mark "X" as applicable) of the following public records:

I. DESCRIPTION OF PUBLIC RECORDS REQUESTED

A. Date of Request: _____

B. Type of Records: _____

C. Specific Records Requested: _____

D. Time Period which Records Pertain To: _____

E. OPTIONAL BACKGROUND INFORMATION

Name of Requestor: _____

Address of Requestor: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Signature of Requestor: _____

II. ALTERNATE PROCEDURE

In the event that the person requesting to inspect or receive a copy of public records declines to provide a written request, a written request shall not be required, and instead the Village Clerk shall complete Part II of this Form, in order to document the request and the Village's compliance.

A. Date of Request: _____

B. Type of Records: _____

C. Specific Records Requested: _____

D. Time Period which Records Pertain To: _____

E. Name of Requestor: (If known) _____

F. Address of Requestor: (If known) _____

G. Telephone Number: (If known) _____

H. Fax Number: (If known) _____

I. Email Address: (If known) _____

It is not required that the Village Clerk obtain the name, address, telephone number or other personal information from the person making the request, and such person may decline to provide such information.

III. ACTION ON PUBLIC RECORDS REQUEST

On the _____ day of _____, 20__ [] inspection of the Public Records was made as requested; [] copies of the public records were provided to the person making the Public Records Request (mark "X" as applicable); and the applicable fees (i.e.: statutory fee, actual cost of duplication or authorized special service charge) of \$ _____ were collected, as authorized by Chapter 119.07, Florida Statutes.

Additional notes of Village Clerk: _____

Ellisa Horvath, CMC
Village Clerk

A copy of this completed Form was filed this _____ day of _____ 20__, in the Office of the Village Clerk.

Ellisa Horvath, CMC
Village Clerk