

DATE: _____

TO: City Secretary

FROM: _____

ADDRESS: _____

PHONE #: _____

I request that the records/files/information listed below be made available or reproduced for my use.

SUBJECT: _____

Specific information requested:

By signing below, I understand that there will be a cost for copies and payment must be received prior to the release of said copies.

Signature

If the City of Richwood is unable to provide the records requested in the format requested, the Custodian shall provide a written statement detailing the reasons.