



CITY OF EDGEWATER PUBLIC RECORD REQUEST

The public records law, Chapter 119, Florida Statutes, provides a right of access to inspect and copy the City's existing records. It does not require the City to create new records in order to answer a request for information. If there are no existing documents, which contain information you are requesting, you will be advised accordingly.

The public record law does not require employees to answer questions regarding existing records. City Staff will be happy to provide assistance regarding information contained in a public record. However, if the request is extensive the requester will be required to pay the hourly salary of the assisting employee. This hourly fee will begin after the first hour of assistance is completed. The Clerks office will determine the assisting employee depending on the request. (2006-R-09)

This form is only used as a tool to help the City Clerk's office better serve you in retrieving your requested information.

Person taking request _____

OPTIONAL INFORMATION

PRINT NAME _____ **DATE OF REQUEST** _____

ADDRESS _____ **TELEPHONE** _____

I agree to pay reasonable costs incurred for this request and agree that a deposit may be required _____

Signature

ITEMS REQUESTED

(PLEASE BE SPECIFIC IN DEFINING REQUEST: NUMBER EACH ITEM.)

THIS SECTION IS FOR OFFICE USE

_____	_____
_____	_____
_____	_____
_____	_____

Charges of \$1.00 per copy for certification

.15 charge per single page, an additional .5 for each two-sided copy

Number of copies _____ x _____ = _____ Amount Due

I have reviewed documents or received copies requested and agree that this request is complete _____

Signature