

TOWN OF SNOWFLAKE, ARIZONA

REQUEST FOR PUBLIC INFORMATION

The following policies apply to all requests for materials/documents:

1. Each request, after its receipt, is reviewed and processed by the offices of the Town Clerk and Town Attorney. The requestor will be notified when the materials are available. Payment is due prior to receipt of the requested materials and/or information.
2. Materials may be faxed after payment has been received (including cost of transmission, if applicable). Materials requested to be mailed will be sent by first class mail after receipt of payment (including cost of postage). Make checks payable to the Town of Snowflake.
3. Charges for copies are: 20 cents for single side copy and 30 cents for double side copy; \$5.00 for CD

REQUESTED BY:

NAME: _____

ADDRESS: _____

EMAIL: _____

TELEPHONE NUMBER: _____ (HOME) _____ (MOBILE)

RECORDS REQUESTED (please include time period):

ACTION REQUESTED (check ALL that apply): INSPECT COPY CERTIFICATION MAIL
NONCOMMERCIAL USE COMMERCIAL USE* (complete below)

*Pursuant to A.R.S. §39-121.03(a), state in detail how or for what purpose the records will be used:

Signature

Name Printed

Date

FOR OFFICIAL USE ONLY

TOWN CLERK DATE: _____

TOWN ATTORNEY DATE: _____

DEPARTMENT: _____ DATE: _____

_____ DATE: _____

_____ DATE: _____

NOTIFICATION TO REQ. DATE: _____

PAYMENT TOTAL/REC'D: \$ _____ DATE: _____

PICKED UP/MAILED: DATE: _____

STAFF HOURS (RESEARCH) _____

DATE STAMP -- RECEIVED

RECEIVED BY _____