

For City Use Only

Public Records Provided			
Date Request Received/Initials _____	Date Completed/Initials _____		
Number of Pages _____	Other fees (mailing) _____		
X _____ per page = _____	Staff hours _____		
Total Charge \$ _____			

Public Records Not Provided				
<input type="checkbox"/> Requested Documents Not Found <input type="checkbox"/> Documents or Portions of Documents Exempt (see below)				
Certain documents requests are exempt from disclosure or contain exempt information that has been redacted.				
Document type/description	Date	Author/Recipient	Exemption	# of pgs

Event Tracking		
Event	Dated	Initials
Request Circulated/To:		
Five-day notice sent:		
Follow-up letter sent (if needed):		
Requestor notified of completion by: In person/fax/phone/e-mail/other		