

## Sample Request for Disclosure of Public Records

\_\_\_\_\_ (Date)

(Requester's Name)

(Requester's Address)

(Other contact information: e.g., requester's telephone no., e-mail address, fax no.)

(Name of public body)

(Address of public body)

Attn: (Officer or employee responsible for processing requests)

I (we), \_\_\_\_\_ (name(s)), request that (public body) and its employees (make available for inspection) (provide a copy or copies of) the following records:

1. \_\_\_\_\_ (Name or description of record)

2. \_\_\_\_\_ (Name or description of record)

\_\_\_ I wish to arrange an opportunity to personally inspect the requested records.

\_\_\_ I wish to receive copies of the requested records.

\_\_\_\_\_  
(Requester's Signature)