

Sample Written Procedure for Public Records Request

Making a Public Records Request

A request for public records that are in the custody of [public body] may be made by submitting a written request to:

[Name of individual]

[Title or position]

[Address]

[Other pertinent contact information, e.g., fax number, e-mail address]

The request may be submitted in person, by mail, by fax or by e-mail.

The request must:

- Include name and address of the person requesting the public record;
- Include telephone number or other contact information for the person requesting the public record; and
- Include a sufficiently detailed description of the record(s) requested to allow [public body] to search for and identify responsive records.

The request should:

- Be dated;
- Be signed by the person requesting the public record.

Calculation of Fees

[Public body] calculates fees for responding to public records requests in the following manner:

- \$0.xx per page for photocopies.
- The cost of records transmitted by fax is \$x.xx for the first page and \$x.xx for each additional page, limited to a xx-page maximum, not including the cover page.
- The cost of records transmitted by e-mail is \$x.xx per e-mail and is limited to xx MB in size per e-mail.
- Actual cost for use of material and equipment for producing copies of nonstandard records.

Upon request, copies of public records may also be provided on a 3.5-inch computer disk or compact disk (CD) if the document(s) are stored in the [public body's] computer system. Disks will be provided at a cost of \$5.00 per disk and may contain as much information as the disk will hold. Due to the threat of computer viruses, the [public body] will not permit requesters to provide disks for electronic reproduction of computer records.

Labor charges that include researching, locating, compiling, editing or otherwise processing information and records:

- No charge for the first xx minutes of staff time.
- Beginning with the xxth minute, the charge per total request is \$xx.xx per hour or \$xx.xx per quarter-hour. A prorated fee is not available for less than a quarter-hour.
- The actual cost for delivery of records such as postage and courier fees.
- \$x.xx for each true copy certification.
- Actual attorney fees charged to the [public body] for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records.

[Public body] may require prepayment of estimated fees before taking further action on a request.