



TOWN OF OCEAN CITY

REQUEST FOR PUBLIC RECORD INFORMATION

DATE OF REQUEST

YOUR NAME

COMPANY NAME

COMPLETE ADDRESS

EMAIL ADDRESS

PHONE NUMBER

RECORDS REQUESTED

1. YOU MAY INSPECT THE REQUESTED RECORDS WITHOUT CHARGE UNLESS THE NATURE OR VOLUME REQUIRES EXTENSIVE CLERICAL OR SUPERVISORY ASSISTANCE IN WHICH CASE YOU WILL BE ADVISED OF A SPECIAL SERVICE CHARGE. (EXTENSIVE DEFINED AS TAKING MORE THAN TWO (2) HOURS TO LOCATE, REVIEW FOR CONFIDENTIAL INFORMATION, COPY AND RE-FILE THE REQUESTED MATERIAL).
2. PLAIN PAPER COPIES SHALL BE FURNISHED UPON PAYMENT OF \$.25 PER PAGE
3. CERTIFICATION OF DOCUMENTATIONS SHALL BE CHARGED A \$1.00 PER PAGE.
4. COMPACT DISCS SHALL BE FURNISHED AT A CHARGE OF \$10.00 EACH.

FOR INTERNAL USE ONLY

DATE RECEIVED	DATE RETURNED TO THE CITY CLERK
DATE COMPLETED	DATE RECIPIENT ACKNOWLEDGED RECEIPT
FORWARDED TO	CHARGES INCURRED

NOTE TO THE RECEIVING DEPARTMENT(S):

PLEASE FORWARD ALL RESPONSES TO THE CITY CLERK'S OFFICE.

INCLUDE A COVERSHEET THAT ITEMIZES THE COSTS TO THE REQUESTING PARTY (e.g., number of photocopies, cds, diskettes, labor, etc.)