



TOWN OF GOLDSBY RECORDS REQUEST

(TO BE COMPLETED BY REQUESTER)

NAME: _____

ADDRESS: _____

PHONE NO.: _____

SIGNATURE: _____ DATE: _____

CHARGES: A charge for record search and/or providing copies of public records is authorized by State Law and has been established by the Town governing body. These charges are set at a level to compensate the Town for the actual costs incurred in honoring your request. The fee schedule established by the Town is posted in this office.

FEE: \$0.25 per copied page

\$1.00 per copied page, certified by the Town Clerk.

A search fee, based on the time and costs involved, will also be assessed. Search fees, when authorized, shall reflect both hourly rate costs for employees, and use rates for equipment.

RECORD(S) REQUESTED:

NO. OF COPIES:

_____	_____
_____	_____
_____	_____
_____	_____

AMOUNT DUE:

Number of pages _____ @ \$0.25 per page

Search time: hours _____ minutes _____ @ _____ per hour

TOTAL DUE: _____

RECORD CUSTODIAN: _____

DATE: _____