



# TOWN OF MIAMI PUBLIC RECORDS REQUEST FORM

DATE ~

Items of request will be directed to the appropriate staff and every effort will be made to have available within 7 to 10 Business days of the receipt of the request.

A fee of .20 cents per page will be charged for document copies.

If a copy of a recording is required, a fee of 5.00 per disk will be charged:

Submitter's Name:

Address:

Phone Number:

Date Received:

Time:

Citizen's Request:

Signature: \_\_\_\_\_

**Staff/Legal Review (including initials of person reviewing)**

## **CITIZEN'S REQUEST ACTION**

**Approved / Disapproved / Deleted / Forwarded to:**

Date and Time Submitter Contacted:

Documents Received by /Signature

Date