

PUBLIC RECORD REQUEST

CITY OF BURIEN

FOR CITY USE

Received by:

 City Attorney

Date / Time Received:

Department Forwarded To:

Date Request Filled:

Name of Requestor: _____ Daytime Telephone: _____

Address: _____
Street Apt. No.
City State Zip Code

E-Mail Address: _____

Describe the records you are requesting. A complete and detailed description of the records you are requesting is necessary to accurately respond to your request. Your failure to describe the records that you are requesting in sufficient detail may result in the City asking you to clarify your request, thereby delaying your receipt of disclosable records.

Please check the appropriate box:

- I would like copies of the records and will pick them up when they are available.
- I would like copies of the records sent to me by mail / E-mail to the address listed above.
- I would like to inspect the records.

Note: There will be a \$.15 per page charge after the first 10 pages for each regular size copy of a public document. There will be additional charges for larger documents, maps, tapes, disks, etc. By signing this document, the requestor agrees to pay any reproduction costs that apply.

The receipt of your copy of this form constitutes the city's initial response to your request for records. The city estimates that it will take approximately _____ (Circle Days or Weeks) to respond to your request. If the preceding space is blank, the city estimates that it will take two (2) weeks to respond to your request unless it becomes necessary for you to clarify your request. The estimated time required to respond to your request may be based upon the need to locate and assemble the records, to notify third persons or agencies affected by the request, to determine whether any of the information is exempt from disclosure, to redact documents containing material that is exempt from disclosure, or to obtain clarification of the request. If the city is unable to determine which records you are requesting, the city will, in writing, ask that you clarify your request. Please be advised that your failure to respond to the city's request that you clarify which documents you are seeking shall relieve the city of its duty to respond to your request.

Signature of Requestor: _____ Date Signed: _____