CITY OF CEDAR HARBOR

Demonstration document. The City of Cedar Harbor is fictional.

Public records request form

Use this form to ask to see city records or to get copies of them. You do not have to use the form. A request in your own words is just as good, as long as it tells us what you are looking for.

What to do

1. Check documents first. The record you want may already be online.
2. Fill in the details listed below, on this form or in an email.
3. Send your request to the City Clerk by email, by mail or in person.
4. Keep a copy of what you sent and the date you sent it.

What to include

The details to give in a public records request

Detail	What to write	Required
Date of your request	The day you send it	Yes
Your name	You can leave this blank if you prefer	No
How to reach you	An email address, a mailing address or a phone number, so we can reply	Yes
Records you are asking for	The subject, the department, and the kind of record, such as emails, contracts, reports or permits	Yes
Dates the records cover	For example, the last 12 months, or the month a project started	Yes
Names, addresses or numbers that will help us search	A street address, a permit number or a project name	No
How you want the records	By email, on paper, on a USB drive, or to look at them at City Hall	Yes

Detail	What to write	Required
Most you are willing to pay without being asked first	An amount in dollars. We always tell you before we charge more than $20.	No

Where to send it

- **Email:** records@cedarharbor.example
- **Mail:** City Clerk, City Hall, 100 Harborfront Way, Cedar Harbor
- **In person:** the City Clerk's office, first floor of City Hall, Monday to Friday, 8 a.m. to 5 p.m.
- **Help by phone:** 555 555 0120

What happens next

We reply within 5 business days. We will do 1 of these 4 things:

- give you the records
- tell you when they will be ready
- ask you a question so we can find the right records
- tell you in writing that a record is exempt, and which law exempts it

Cost

Looking at records and getting them by email is free. Paper copies cost $0.15 a page. Read Request public records for every cost and for your right to a second look if we deny a request.

> ### Your request is a public record
> What you send us, including your name and contact details, may be released if someone asks for it under the state public records law.