

**Town of Ferdinand**  
**REQUEST FOR ACCESS TO PUBLIC RECORDS**  
**(Please Print)**

Name of person requesting access: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organization person represents: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Date/time of request: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Specific description of records being requested \_\_\_\_\_  
\_\_\_\_\_

This request is a: \_\_\_\_\_ one time request  
\_\_\_\_\_ recurring request

This is for: \_\_\_\_\_ permission to inspect records as described above  
\_\_\_\_\_ a copy of records as described above

I understand I may be charged a fee for copying the records: \_\_\_\_\_  
*(Signature)*



FOR TOWN USE ONLY – DO NOT WRITE BELOW THIS LINE

Request Receipt Information

Date & Time \_\_\_\_\_ Individual  
Request received: \_\_\_\_\_ receiving request \_\_\_\_\_

Disposition of Request

Request: \_\_\_\_\_ granted \_\_\_\_\_ denied; reason(s) for denial: \_\_\_\_\_  
\_\_\_\_\_

Individual making \_\_\_\_\_ Disposition  
decision on request: \_\_\_\_\_ date and time: \_\_\_\_\_  
Number of copies provided: \_\_\_\_\_ Photocopy \_\_\_\_\_ Computer Fee charged: \$ \_\_\_\_\_

\_\_\_\_\_  
(fee received by)