



Open Records Request

Records may be released between the following hours:
Monday through Thursday, 8:30 a.m. and 4:30 p.m.
Friday, 8:30 a.m. and 12:00 noon

Please fill out this form to request an inspection or photocopies of Town records.

NOTE: Requests exceeding \$10.00 must be paid in advance.

Date Request Submitted: _____

Your Name _____

Address (Include City, Zip) _____

Telephone Number _____

Information or Records Requested (Please be specific):

FEEES:	\$.30 per photocopy up to 50 pages	\$ _____
	\$.20 per photocopy over 50 pages	\$ _____
	CD (\$15.00 each)	\$ _____
ADMINISTRATIVE CHARGES:		
Requests requiring research shall be assessed labor fees (this includes basic searches for Voter/Election Information from SVRS).		
<i>NOTE: Election "Walking Lists" are to be obtained from the Government Accountabilities Board (fees based on per/thousand voters basis)</i>		
_____	Hour(s) @ \$25/hr. (or fraction of)	\$ _____
	TOTAL	\$ _____

Signature/date of Person Receiving Request: _____

*Please allow at least **ten (10) days** for information to be researched.
You will be notified as soon as the records requested are available to you.*

Any information given orally or in writing by Town officials may be subject to errors or omission, and shall not be a binding liability upon the Town of Clayton.