

# REQUEST FOR OPEN PUBLIC RECORDS

## TOWN OF GENEVA

### RECORD REQUEST INFORMATION (To be completed by Requestor – Please Print)

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Record Requested (please be specific)

Request Type (please circle)

Inspection Only / Duplication

*(Most records will be provided within ten (10) full business days from the date of request)*

I hereby declare that I do not intend to, and will not:

- (a) Use any list of names or addresses contained in or derived from the records or information for the purpose of selling or offering for sale any property or service to any person listed or to any person who resides at any address listed; or
- (b) Sell, give or otherwise make available to any person any list of names or addresses contained in or derived from the records or information for the purpose of allowing that person to sell or offer for sale any property or service to any person who resides at any address listed.

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Date

### RECORD FEES (To be completed by Record Custodian)

Town of Geneva Resolution #151 authorized to charge reasonable fees for providing access to furnishing copies of public records.

Retrieval Time: \_\_\_\_\_ Hours ☒ \$25.00 an hour = \$ \_\_\_\_\_  
Duplication: \_\_\_\_\_ Total Pages ☒ \$.25 per page = \$ \_\_\_\_\_  
Other: (may include shipping and mailing of any copy) = \$ \_\_\_\_\_  
**TOTAL FEE DUE** = \$ \_\_\_\_\_

***YOUR COPY OF THIS FORM SHALL SERVE AS YOUR RECEIPT***

### RESULT OF RECORD REQUEST (To be completed by Record Custodian)

Was the request fulfilled? (please circle): **YES/NO** If “YES”, the date provided: \_\_\_\_\_

If “NO”, reason for not providing request (please check):

\_\_\_\_\_  
Request not in record form  
\_\_\_\_\_  
Request not specific enough

\_\_\_\_\_  
Record does not exist  
\_\_\_\_\_  
Other (please specify) \_\_\_\_\_