

City of Enterprise

REQUEST TO VIEW And/or Acquire Copies of PUBLIC RECORDS OR RECEIVE NOTICE OF PUBLIC MEETINGS

NAME _____

(PRINT)

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE NUMBER _____ FAX NUMBER _____

E-MAIL _____

RECORDS/INFORMATION REQUESTED

(BE AS SPECIFIC AS
POSSIBLE): _____

REASON FOR REQUEST

SIGNATURE: _____ DATE: _____

| # Copies/Faxes Requested Total Research Time | Rate | Total Amount | Receipt Number | Cashier Initials |
|---|------|--------------|----------------|------------------|
| | \$ | \$ | | |
| | \$ | \$ | | |
| | \$ | \$ | | |

Cost of Research/Copies

- *Research \$10.00 per hour
- *Audits \$0.50 per page
- *Audits/Digital - \$10.00 per Audit
- *Copies \$0.50 per page
- *Data Records \$0.25 per record
- *Minutes/Digital - \$1.00 per set

REVISED 08/05/14

APPROVED BY: _____
(City Clerk's Initials)