



## Commercial Purpose PUBLIC RECORDS REQUEST

*All information provided on this form is subject to disclosure in response to a public records request.*

Requestor Name (First, Last)

Phone

Date

Address (to provide records via U.S. Mail)

**OR** I prefer to HOLD FOR PICK-UP

☐ Please check box  
for a hold.

Email (to provide records via email)

### Statement of Commercial Purpose:

Document(s) Requested (Please be as specific as possible):

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**PLEASE NOTE:** Public records are maintained in various locations and some records may contain private or sensitive information that requires additional review and possible redaction. Additional time may be needed to process requests involving these types of records and an estimated time frame will be provided to the requestor.

#### For Town Attorney Use Only

Commercial Public Records Request: ☐ ACCEPT ☐ DENY Initial & Date \_\_\_\_\_

Comments/Instruction to Staff: \_\_\_\_\_

#### For Internal Use Only

Amount Received  Request Filled By  Date Filled

Type of Information Redacted

Reason for NO RECORDS provided

X \$0.10 =  \$  +  \$ =  \$

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