

Town of Brighton

OPEN RECORDS REQUEST FORM

Requestor Instructions: To make a request for open records, fill out the "Requestor" section. Do not sign and date the signature line until the records are received.

Staff Instructions: For requests to inspect, Town staff is to fill in "Custodian of Records" section. For requests for copies, Town staff shall also complete the "Cost of Record Reproduction" section. Do not sign and date the signature line until the records are delivered to the requestor.

Requestor

Name	Request Type *Inspection *Copies
Mailing Address	Phone
City/State/ZIP	Email
Have you previously requested to inspect the records currently being requested? If yes, when? _____ Yes No If yes, was it approved? Yes No	
Detailed description of the records being requested:	

Custodian of Records

Record Type *Minutes *Budget *Report *Audit *Personnel *Other	Previous Inspection Date * ___/___/___ *Inspection Waived
Employee Receiving Request	Requested Received Date: ___/___/___ Time: __:__ am/pm

Cost for Record Reproduction

Labor Cost ___ hours at \$___/ hour=\$_____	Reproduction Cost ___ copies at \$___/copy =\$_____
Delivery Method/Cost *In person *Us Mail *Other Cost: \$_____	Total Cost/Delivery Date \$_____ Date: ___/___/___

Requestor: _____ Date: ___/___/___ Town Staff: _____ Date: ___/___/___