

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Cheryl Jassak-Huther – Records Access Officer

(NOTE TO APPLICANT: Please be specific in describing the information which you are seeking, including dates. This will help us expedite processing your request.)

I hereby apply for the following information:

I, the undersigned applicant, understand that the Records Access Officer will respond in writing no more than five (5) business days after that Officer's receipt of this request as to whether access will be provided or denied, and if provided, an estimated date for access to the information requested. I further understand that the statutory fee for copies is \$.25 per page and that in the case of voluminous documents requested, I may be asked to leave a deposit of pay in full beforehand.

- The fees for paper copies of records shall not exceed twenty-five cents per photocopy not in excess of nine inches by fourteen inches, or the actual cost of reproducing any other record in accordance with the provisions of paragraph C of this subdivision

(C) in determining the actual cost of reproducing a record, an agency may include only:

- i. An amount equal to the hourly salary attributed to the lowest paid agency employee who has the necessary skill required to prepare a copy of the requested record.
- ii. Preparing a copy shall not include search time or administrative costs, and no fee shall be charged unless at least two hours of agency employee time is needed to prepare a copy of the record requested. A person requesting a record shall be informed of the estimated cost of preparing a copy of the record if more than two hours of an agency employee's time is needed, or if an outside professional service would be retained to prepare a copy of the record.

(Signature of Applicant)

(Name of Applicant – Please Print)

(Name of Company/Firm being represented, if any)

(Complete Address including Zip Code)

(Phone Number including Area Code) / Email Address

FOR AGENCY USE ONLY

APPROVED _____ DATE: _____ DENIED _____ DATE:

_____ Record of which this agency is legal custodian cannot be found

_____ Record is not maintained by this agency

_____ Date: _____
(Signature of Records Access Officer) (Rev. 7.2025)