



Town of Manalapan

PUBLIC RECORDS REQUEST

Review of specific records can be done without charge unless the nature or volume of the material requested requires assistance. Inspection of records can be accommodated by making an appointment with the Town Clerk.

Pursuant to Chapter 119, F.S., a request for copies of records shall be furnished (with reasonable time to respond) upon payment of \$.15 per page if the document is one-sided copy and \$.20 per page if document is a two-sided copy, to the public (which includes any resident). There will be an administrative charge (employee hourly rate) for public records requests involving extensive clerical or supervisory assistance. The use for any technology will be at our cost.

***This is for organizational purposes only. Written requests are not required to obtain records information.**

Requested by:		Date of Request:	
Address:		Phone Number(s):	
Public Records Request (Please Describe in Detail):			
Employee(s) Filling Request:		Party Picking Up Records Request (Signature):	
Date Request Filled:		Date Request Picked Up:	
Employee's Hourly Rate:		Subtotal: Tax: Total:	
Hour(s)/Minute(s) Spent on Project:		Cash: <input type="checkbox"/> Check: <input type="checkbox"/> Check Number:	
Number of Letter/Legal Size Copies:	Number of Large Plan Copies:	Number of Technology:	