VILLAGE OF BREWSTER

PUBLIC RECORDS REQUEST FORM

YOU DO NOT HAVE TO PUT A RECORDS REQUEST IN WRITING, AND YOU DO NOT HAVE TO PROVIDE YOUR IDENTITY OR THE INTENDED USE OF THE REQUESTED PUBLIC RECORD. THE VILLAGE FEELS THAT COMPLETION OF THIS PUBLIC REQUEST FORM WOULD BENEFIT YOU BY ENHANCING THE VILLAGE'S ABILITY TO IDENTIFY, LOCATE, OR DELIVER THE PUBLIC RECORDS THAT HAVE BEEN REQUESTED. THIS WRITTEN REQUEST IS NOT REQUIRED AND YOU MAY DECLINE TO REVEAL YOUR IDENTITY OR INTENDED USE.

DATE: _____

Name: _____ Address: _____
(please print) Street

Telephone # _____ _____
City

FAX # _____ Email: _____

Please list records you are requesting with as much specificity as possible and whether you are requesting copies to be made of the records. If additional space is needed please use back of sheet or attach another sheet.

Records Requested	(format)
1.	
2.	
3.	
4.	
5.	

If copies are requested, method of payment (check one): ____Cash ____Check ____Money Order

Signature: _____

Notes:

1. Village staff will endeavor to contact you within a reasonable period of time as to the availability of the records requested, to clarify your request (if necessary), to arrange a time and place to review the records, and/or to advise you when any copies you have requested may be available and the approximate cost of such copies. Such costs must be paid for in advance.

2. Cost of copies will be as follows: For standard size paper (8 1/2"x 14" or less), there will be no charge for the first ten pages. Copies requests in excess of ten pages will be charged at a cost of 5¢ per standard size page, unless the record must be sent to a private copy service for duplication, in which case the actual costs of such special copies will be charged to you.

VILLAGE OF BREWSTER

PUBLIC RECORDS FULLFILLMENT FORM

(TO BE COMPLETED BY VILLAGE OFFICER RESPONSIBLE FOR FULLFILLING PUBLIC RECORDS REQUEST)

Date received: _____

Date records provided: _____

No. of Pages: _____

Fee paid: _____

By _____