RECORDS REQUEST FORM

FOR REQUESTS MADE PURSUANT TO
THE PUBLIC INFORMATION ACT AND RULES FOR RECORDS OF THE JUDICIARY

In order to provide the information that you are requesting, the City of Monroe asks that you fill out this records request form. As mandated by State law, there will be a charge for copies. Originals of official records may not be taken out of the building or area of custody.

NOTE: If requested information is deemed to be confidential under the Public Information Act (if applicable) then the City shall seek an opinion from the Louisiana Attorney General as permitted by State law.

1. Information requested and date ranges (if applicable). Please be as specific as possible.
NOTE: The City does NOT need the reason *why* you are asking for this information.

Department	Information Requested	Start Date	End Date

2. Copies requested? Check one of the following:

	NO	I wish to inspect the requested record(s).	
	YES	If yes, how many copies?	Enter number of copies here:

NOTE: Inspection may not be possible as some documents may contain both confidential and open information.

NOTE: There is a $10.00 start up cost plus 25¢ per copy. Charges vary for non-standard and specialty copies.

3. Please provide your name and telephone number for contact purposes. This contact information is necessary in the event the City seeks an Attorney General Opinion or has further questions while processing this records request.

Printed Name _____ Signature _____

Street _____ City _____ State _____ Zip Code _____

Area Code Telephone Number _____ Email (optional) _____

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*** For Department Use Only ***

Date Received _____ _Department _____ Name _____

02.13.2019