

**CITY OF MACEDONIA**  
**PUBLIC RECORDS REQUEST FORM**

**Date of Request:** \_\_\_\_\_

**Requestor(s) Name:** \_\_\_\_\_

**Contact Information of Requestor(s):**

**Cell:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Home:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Description of Documentation Requesting:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Requestor(s) of Materials:**

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

**For Record Purposes**

**Date Completed:** \_\_\_\_\_

**Fees Exchanged:** \_\_\_\_\_

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**Public Records Policy of the City of Macedonia: Fee Schedule:**

*Section 3.1: The charge for paper copies is 5 cents per page for requests exceeding 20 pages.*

*Section 3.2: The charge for downloaded computer files to a compact disc is \$2 per disc.*

*Section 3.3: There is no charge for documents e-mailed.*

*Section 3.4: Requesters may ask that documents be mailed to them. They will be charged the actual cost of the postage and mailing supplies. If the documents are not able to be mailed due to size or volume as delineated by U.S. Mail regulations, the requestor must arrange for pick up at the Municipal Center unless the requestor approves and pays for delivery via a private delivery service.*