

# Village of Pemberville

## PUBLIC RECORDS REQUEST

DATE REQUEST RECEIVED: \_\_\_\_\_ REQUEST TAKEN BY: \_\_\_\_\_

REQUESTEE (not required): \_\_\_\_\_

CONTACT INFORMATION OF REQUESTEE: \_\_\_\_\_

INFORMATION REQUESTED:

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REQUESTED MEDIUM: paper / compact disk / electronic / other: \_\_\_\_\_

REQUESTED RECEIPT: pick up / US mail / facsimile / email / other: \_\_\_\_\_

\*\*\* \*\* VILLAGE USE ONLY \*\*\* \*\*

ESTIMATED DATE OF COMPLETION \_\_\_\_\_

FEES:      Reproduction:   
             Transfer:        
             TOTAL DUE:     

PAID: CHECK \_\_\_\_\_ / CASH

JUSTIFICATION FOR DENIAL \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_