



# Town of Lauderdale-By-The-Sea REQUEST for PUBLIC RECORD

Use of this form allows the Town to better track the processing of public records requests, but completion of this form by a requesting party is not required to obtain a public record. Every effort will be made to retrieve records in a reasonable manner; however, the Town's inactive records are off-site and may need to be retrieved. Costs shall be prepaid to the Town as allowed by Florida Statute 119.07.

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Firm: \_\_\_\_\_ Tele Number: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

I am requesting to examine \_\_\_\_\_ or be provided with copies \_\_\_\_\_ of the following records:

Description of Request (be specific): \_\_\_\_\_

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

Costs are only projected. Additional monies may be due upon actual receipt of documents.

\*\*\*\*\* **TOWN CLERK'S OFFICE USE ONLY** \*\*\*\*\*

Request Accepted By: \_\_\_\_\_ Est. cost of request: \_\_\_\_\_

Requests Completed By: \_\_\_\_\_ Deposit: \_\_\_\_\_

Date Completed: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Final cost of request: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Request Routed To: \_\_\_\_\_ On: \_\_\_\_\_

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

Forward Documents to Town Clerk's Office \_\_\_\_\_ or directly to applicant \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

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