

# TOWN OF EAGAR, ARIZONA REQUEST FOR PUBLIC INFORMATION

**The following policies apply to all requests for materials/documents:**

1. After receipt of your request, you will be notified when the materials are available for review or pick up.
2. Materials can be faxed after payment has been received (including cost of telephone call, if applicable). If materials are requested to be mailed, they will be sent first class mail after receipt of payment (including cost of postage). (Make checks payable to TOWN OF EAGAR).
3. Charges for copies will be applied pursuant to resolution of the Eagar Town Council.

**REQUESTED BY:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ (HOME) \_\_\_\_\_ (WORK)

RECORDS REQUESTED (Please include time period):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION REQUESTED (Check all that apply):

INSPECT      COPY      MAIL/FAX      EMAIL

NONCOMMERCIAL USE      COMMERCIAL USE (additional fees apply)

\_\_\_\_\_  
Signature                                  Printed Name                                  Date

FOR OFFICIAL USE ONLY		
	DATES	DATE STAMP-RECEIVED
TOWN CLERK	_____	
TOWN ATTORNEY	_____	
DEPARTMENT _____	_____	
_____	_____	
_____	_____	
NOTIFICATION TO REQUESTOR	_____	
PAYMENT TOTAL/REC'D	_____	
PICKED UP/MAILED	_____	
STAFF HOURS (RESEARCH)	_____	RECEIVED BY _____