

**REQUEST FOR RECORD COPY
CITY OF HARPER**

(TO BE COMPLETED BY REQUESTER)

NAME: _____ (Printed)
ADDRESS: _____ (Street)
_____ (City, State)

SIGNATURE: _____

COPIES SOUGHT: Please provide as specific a description as possible of the record(s) you desire to copy. Include record titles and dates, as well as the names of city agencies or departments which produced or hold the record(s):

	Record Title/Date	No. of copies desired
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

(TO BE COMPLETED BY RECORDS CUSTODIAN)

Charges: A charge for providing copies of public records is authorized by state law and has been established by the city governing body. These charges are set at a level to compensate the city for the actual costs incurred in honoring your request. The fee schedule established by the city is posted in this office.

The charge to you for copy(s) of the record(s) you request is: \$ _____

Prepayment of the above amount: _____ is required _____ is NOT required

Date and time of request: Date _____ Access provided: Date _____
Time _____ am/pm Time _____ am/pm

Staff time involved: Hours _____ Minutes _____

Charge per page copied:
\$ _____

Charge for use of non-office copying equipment:
\$ _____

Total Charges:

Prepaid \$ _____
Paid \$ _____
Billed \$ _____

Records Custodian

YOUR COPY OF THIS FORM IS YOUR RECEIPT