



OPEN RECORDS LAW

Description of Organization:

Information may be obtained from the Records Custodian at _____
between the hours of _____ and _____, Monday through Friday, excluding
holidays. Requests may be presented orally or in writing to the above-identified Records Custodian. Records stored at
other location(s) will be available within 48 hours after a notice of intent to inspect or copy a record is made. Copies of
records may be obtained by payment of the following fee(s):

RECORD

FEE

Records Custodian:

Designee:

The following positions within this organization
constitute "Local Public Offices" for Public Records
purposes:

(Authorizing Authority)