



# 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)