



PUBLIC 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 Records Custodian. 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)