

PUBLIC RECORDS INSPECTION/COPYING RECORD

Requestor: \_\_\_\_\_

Date of Review/Copying: \_\_\_\_\_

Request Form Submitted, Approved, and Signed: \_\_\_\_\_  
Date

Viewing Monitored By: \_\_\_\_\_  
Name

Time Spent: \_\_\_\_\_ Date: \_\_\_\_\_

Records Refiled by: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Requested Copies Made By: \_\_\_\_\_

Time Spent: \_\_\_\_\_ Date: \_\_\_\_\_

No. of Pages: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_ Payment Received: \_\_\_\_\_

**Fees:**

\$15.00/hour

\$0.10/copy

Requester has signed that request has been fulfilled.