

## Request to Inspect and/or Copy Records of the Four Mile Fire Protection District

**Person or Entity Requesting Records:**

Name:

Address:

Phone:

E-mail:

**Description of each document or piece of information being requested and whether you would like to inspect said document, receive a copy of the same, or both.**

- 1.
- 2.
- 3.
- 4.
- 5.

Attach a separate sheet if the inspection and/or copying of more than 5 documents or pieces of information is requested or if you need more room to describe what you would like to inspect and/or copy.

**Fees Charged for Records Request:**

For the research, location and retrieval of documents, there will be a \$30.00 per hour charge, with the first hour at no charge. Copies in standard size and format will be charged at the rate of \$.25 per page. Copies for a format other than a standard page (such as photographs, large maps, printouts, etc.) will be charged at the actual cost of production.

By submitting this request the submitting party acknowledges and agrees that a deposit may be required prior to any work being undertaken by the Official Custodian of the Records ("Custodian") in order to cover the above described charges. After the Custodian has had the opportunity to review the request made herein, the Custodian will notify the party submitting this request of the amount of the deposit, if any, which will be required. Said notification will be made by email unless the party submitting this request specifies otherwise. No request will be considered to have been received until both this

form and any required deposit have been received by the Custodian. In the event the amount to perform the work required to research, locate, retrieve, and copy the requested records is less than the amount of the deposit, the Custodian will refund any overage to the party submitting this request. In the event the amount of the deposit is not sufficient to cover said amount, then the inspection/copying requested will not be permitted until the amount over and above the amount of the deposit has been received by the Custodian.

**FOR CUSTODIAN USE ONLY:**

Requested (Completed form and deposit) received: \_\_\_\_\_ (date)

Requestor notified documents available: \_\_\_\_\_

Requestor notified on \_\_\_\_\_ that deadline extended to \_\_\_\_\_

Case closed: \_\_\_\_\_ (date)

\_\_\_\_\_ (signature)

*Remarks:*