

**CITY OF MORGAN'S POINT  
REQUEST FOR PUBLIC INFORMATION**

*PLEASE PRINT*

Every effort is made to expedite all requests for disclosure of public records; however, due to personnel demands and schedules there are incidents when the disclosure of records may take the time allowed by Law which is ten (10) working days.

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME, DESCRIPTION OF REQUESTED RECORD: (please print)

\_\_\_\_\_  
\_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE OFFICE USE ONLY)

<p>REVIEWED BY PUBLIC INFORMATION OFFICER (PIO) ON _____</p> <p>APPROVED FOR DISCLOSER: ____ YES ____ NO (STATE REASON)</p> <p>_____</p> <p>_____</p> <p>FILE NAME _____</p> <p>SIGNATURE OF PIO _____</p> <p>DATE _____</p>	<p align="center"><b>DATE / TIME RECEIVED</b></p>
<p><b>TO DEPARTMENT:</b> _____</p> <p>The information requested above is information pertinent to your department. This information is to be returned to the PIO (City Secretary) as soon as possible, but no later than _____ for Disclosure to the requestor. RETURN THIS ORIGINAL WITH RECORDS. Retain copy for file.</p> <p>NOTE: Should there be a reason this information cannot be furnished in the time frame requested or in that it does not exist, please note below and return this form to the PIO (City Secretary).</p>	<p>Date/Time Delivered to Department from City Secretary</p> <hr/> <p>Date/Time Returned from Department to City Secretary</p>
<p>NECESSARY FOR REVIEW BY LEGAL: ____ YES ____ NO</p> <p>COMMENTS BY LEGAL AND/OR PIO : _____</p> <p>_____</p>	
<p>DATE DISCLOSED _____ RECEIPT # _____</p> <p>FEES \$ _____ RELEASED BY: _____</p>	