

CITY OF MONMOUTH
WRITTEN REQUEST FOR
INSPECTION OR COPYING OF PUBLIC RECORDS

Date of request _____

Person making request:

Name _____

Address _____

Telephone# _____

Describe in detail below the public records you are requesting and state whether you wish to inspect and/or copy such records.

The City of Monmouth will respond to the above request within seven (7) working days from the above date unless one or more of the seven (7) reasons for an extension of time provided for in Section 3 (d) of the act are invoked by the city.

Signature of person making request