

TOWN OF SEDGWICK
PUBLIC RECORDS REQUEST

Date of Request: _____

Name _____

Address: _____

City _____ State _____ Zip Code _____

Phone Number:

See fee schedule for a summary of charges. Invoice must be paid at time of pick up.

Information/Records Requested (Please be specific.):

Allow three working days for the Town to process a request. In extenuating circumstances, the Town may require up to seven working days to respond to a request.

Signature: _____

Electronic Signature Accepted, authorizing research and copies to be made. Once submitted this is a binding agreement.

OFFICE USE ONLY:

Request denied in whole or in part by: _____

If denied, in whole or in part, basis for denial (include citation to statute that is basis for denial)

Deposit required? Yes No

Estimated Fees: _____ Amount of deposit: _____

Date and time information requested will be available:

Date: _____ Time: _____ AM/PM (circle one)

Applicable Fees: _____ Amount Paid: _____

TOWN OF SEDGWICK

Photo Copy Fees

Standard Photo copies	\$0.25 per page
Telefaxed copies/certified copies	\$1.25 per page
Research and retrieval fee	\$30.00 per hour (time required in excess of one hour)

Fees for Copies of Maps

The following fees are for reproduction of color, GIS, or other non-standard maps, which require use of a plotter or use of a large format copier:

8.5" X 11"	\$10.00
11"X17"	\$13.00
18"X24"	\$16.00
24" X 36"	\$20.00
36" X 58"	\$25.00

Miscellaneous Fees

Postage/Mailing fees	Actual cost applicable on mail requests
Photographs	\$15.00 plus cost of copies
Video Tape/DVD	\$15.00 per tape/DVD
Audio Tape/CD	\$15.00 per tape/CD
Notary fee	\$1.25 per page

The fees set forth above are subject to change without notice. For inquiries, please call (970) 463-8814.