



**REQUEST FOR PUBLIC RECORDS**

Name\* \_\_\_\_\_

Date: \_\_\_\_\_, 20\_\_\_\_

\*You are not required to provide your name; however, if the City of West Fargo (the “City”) needs to contact you, it is suggested that you provide your name.

**Choose preferred delivery method for your requested records:**

- Send via Email                      Email address: \_\_\_\_\_
- Send via Mail                        Mailing address: \_\_\_\_\_
- Call for Pickup                        Phone number: \_\_\_\_\_

<b>Description of requested records, include estimated date range, if possible:</b>

<b>Fees associated with request:</b>	
Actual cost of technology resources	\$
Number of pages (    ) x \$0.25/page	\$
Number of copies @ (\$    )/copy	\$
Hours to locate records (    ) x \$25/hour, excluding the first hour	\$
Hours to redact records (    ) x \$25/hour, excluding the first hour	\$
Postage, if applicable	\$
<b>Total:</b>	<b>\$</b>

The above fees will be estimated based on your request. The estimated fees are payable in advance of the City locating the requested records, if available<sup>1</sup>. If the City does not receive payment within ten (10) days’ notice to you of the estimated fees, the City will deem your request withdrawn. After the City receives payment for the fees, the City will begin locating and redacting the requested records. The City will complete your request in a reasonable amount of time and provide you notice when the records are available.

Employee: \_\_\_\_\_

Date Received: \_\_\_\_\_, 20\_\_\_\_

<sup>1</sup> A public entity does not have to convert its records to another format, create or compile records that do not exist, or obtain records originating from another public entity that it does not have in its possession. A public entity has no obligation to respond to requests for information, respond to questions about its duties, functions, or operations, or to explain the content of its records.