

# Jackson County Utility Authority

## Public Records Request

### Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**NOTE:** Public records are writings containing information relating to the conduct of the public's business. Writings include handwritten, typed, photographed or otherwise recorded words, letters, pictures, sounds, symbols or combinations of any of these mediums. There are numerous exceptions to the public records laws that allow a public body to refuse to disclose public records. Public bodies are not required to explain or answer question about their public records. They are also required to create public records where none exist.

Please identify the public records you are requesting, as specifically as possible:

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

Staff will review and estimate the amount of time necessary to fulfill your request. Your request may take a minimum of three days to process. Fees will be charged pursuant to the attached fee schedule. That amount will be required to be pre-paid at the time the request is made. If the actual cost of providing the records is less than the estimate, a refund will be given. If the actual cost exceeds the estimate, the balance must be paid prior to the department releasing the requested records. You may be required to pay the costs of processing your public records request even if no records are found, or if the records are exempt from disclosure.

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

Signature

Date

ESTIMATED CHARGES PER STAFF \$ \_\_\_\_\_ Staff Initials \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

\_\_\_\_\_  
PUBLIC RECORDS OFFICER