

**INSPECTION/DUPLICATION**

**Requestor Instructions:** To make a request for copies, the requestor must complete this form at the time the request is made. Requestors who are not the person should not sign and date section 11 until the request is mailed to him/her are not required to sign and date section 11.

**Custodian Instructions:** For requests to inspect, the requestor must complete section 10 at the time the request is made. For requests to duplicate, the requestor must complete section 11 at the time the request is made.

**Note:** A request to inspect public records may not be required to be made in person.

- 1. Name of requestor: Karl Riley  
(Print or Type; Initials in parentheses)
- 2. (If required) Form of identification provided:  
 Photo ID issued by governmental entity  
 Other:
- 3. Requestor's address and contact information:

4. Requester's fee (if applicable):  
 Requester waives fee

- 5. Record(s) requested:  
a. Type of record:  Minutes  Budget  Other:  
b. Detailed Description of Record(s):  
Please provide for each record requested.

credit union statements July 2013 to present.

- 6. Request submitted to:  
a. Employee receiving request: \_\_\_\_\_  
b. Date and time request received: \_\_\_\_\_  
c. Response:  Same day  Within 5 business days

Full on file, at the office with  
Susan C. H. D... A. E. L.  
T... 7.1. 75  
3/10/14  
3/12/14

- 7. Costs (if applicable):  
a. \_\_\_\_\_  
b. \_\_\_\_\_

Costs continued:

- c. Estimate of labor
  - Labor at \$
  - Labor at \$
  - Labor at \$
- d. Programming cost
- e. Method
  - On-site
- f. Estimate of total cost
- g. Estimate provided

8. Payment:

- a. Form of payment
  - Cash  Check
- b. Amount of payment
- c. Date of payment
- d. Actual cost (and amount)

9.

10.

Custo

3/10/2014

Delivery/Retrieval of

11

Signature of Requestor

12

Signature of Records Custodian