

CITY OF HAMMOND
REQUEST FOR ACCESS
TO PUBLIC RECORDS FORM

DATE REQUESTED: _____ TIME IN: _____ am _____ pm

REQUESTOR'S NAME: _____ PHONE: _____

_____ Review of public records (Regular work hours – NO CHARGE)

_____ Review of public records (After hours – REQUIRES CHARGE)

_____ Copying of public records (REQUIRES CHARGE)

_____ Tapes, cassette

Please note that in accordance with City Ordinance Number 2422 (adopted by the City Council on January 3, 1996), all requests for copies and/or access to review public records must be in writing on this form.

The charge for copying documents is \$.50 per copied page of routine and readily available files and records. Requests for copies of both front and back of a document shall be deemed a request for two (2) copies. Costs for copies made or requests for free access to public documents after normal working hours shall be at the standard copying rate plus the additional cost incurred in paying a City employee assigned to the additional duties; calculated at the normal overtime rate with a minimum charge of one (1) hour in overtime.

More complicated requests for access to and copies of public records which require extensive research and copying, will be responded to based on either the number of documents, location of records and/or estimated time for processing the request(s).

INFORMATION REQUESTED – Please be specific; i.e. time frames:

1. _____

2. _____

3. _____

***** CITY USE ONLY *****

Completed by: _____ Date: _____ Time: _____ am _____ pm

Total number of pages: _____ x \$.50 = \$ _____

Additional charges: _____ hours x \$ _____ = \$ _____
(Overtime rate)

TOTAL CHARGES FOR COPYING/ACCESS TO RECORDS: \$ _____

Administration Approval: _____