

OPEN RECORDS REQUEST TO INSPECT PUBLIC RECORDS

DATE:

To the Library Director:

I request to inspect and/or receive copies of the following document(s):

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

*(There is a \$0.10 fee for each photocopy received. If the items are to be mailed, the amount of postage will also be charged. If the records are in a non-written format, the charge will be equal to the actual cost of reproduction.)*

Printed Name -- Company Name (if applicable)

\_\_\_\_\_ Street

Address City, State, Zip Code \_\_\_\_\_

\_\_\_\_\_  
Phone Number -- Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

Signature \_\_\_\_\_

THIS COMPLETED FORM SHOULD BE SUBMITTED TO THE LIBRARY DIRECTOR.

*The request is granted.*

*Total amount charged to applicant to fulfill request: \$ \_\_\_\_\_*

*The request is denied based on the following exemption:*

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

Adopted by the Allen County Public Library Board of Trustees this 16 day of May, 2012.