

TOWN OF DAVIE
REQUEST FOR PUBLIC RECORDS

Every effort will be made to retrieve records in a reasonable manner; however, the Town of Davie's inactive records are stored at an off-site storage facility and may need to be retrieved. Costs shall be prepaid to the Town as allowed by Florida State Statutes 119.07 (see attached list of fees).

NAME _____ DATE OF REQUEST _____

FIRM _____ PHONE NUMBER _____

ADDRESS _____ CITY/STATE/ZIP _____

I am requesting to examine ____ or be provided with copies ____ of the following records:

Description of Request (please be specific): _____

Costs are only projected. Additional monies may be due upon actual receipt of documents.

***** OFFICE USE ONLY *****

Request Accepted By _____ Estimated cost of copies _____

Deposit _____

Request Completed By _____ Receipt Number _____

Date Completed _____ Final Cost _____

Receipt Number _____

Reviewed by _____

Request Routed To: _____

Forward Documents to Town Clerk's Office _____ or Applicant _____ (Check One)

Staff comments _____

In an effort to reduce costs associated with record retention, the Town stores many of its records at an off-site facility. It is recommended that when making a public records request, you make your request as detailed as possible and in written form so that we can fulfill it accordingly.

The cost of copies is 15¢ for single sided and 20¢ for double sided. Certified copies of documents can also be obtained for an additional cost of \$1.00 for each certified copy. Depending on the nature of the request, other charges may be applicable.