



Public Records Request

Please Return This Form to the City Clerk's Department

To be filled out by staff or public (not required to be filled out by the public). This document is for follow up in fulfilling the request and contacting the requestor at a later date if the request can not be filled at the time of the request.

Name: Address:

Phone: Email:

Specific documentation requested. Identify and describe the documents sought.

Make copies - YES NO

Empty box for specific documentation requested.

If building permit information is requested, please include as much of the following as possible:

- Real Estate Number:
Legal Description:
Name of Property Owner:
Name of Business:
Physical Location:
Type of Work/Permit:

Administration: Provide a copy of this form to the requestor after completing the first line below.

Table with 2 columns: Name of Person or Department, Date and Time. Rows 1-7: Request Received, Request Reviewed (Dept Head), Documents Located, Retrieval Time, Fee Calculated, Requestor Notified, Documents Picked Up.

Staff - Please, if not able to fulfill the request immediately, attempt to fulfill the requests within one week of the date the request was received from the requestor or contact the requestor within that timeframe to keep them informed of your progress.

Number of pages: Number of copies:

(\$0.15 for one & two sided 8.5"X 14" or less; \$1.00 for each page certified plus cost of copies). Special service charge for extensive use of clerical or supervisory labor or information technology resources: (over 15 min. clerical staff rate of pay (entry level) or charges for DVD's, CD's or Audio Tapes)

Total Cost: (If request totals less than \$1.00 do not collect, round amounts over \$1.00 down to the nearest dollar)

PUBLIC RECORDS AND THE LAW: You will find information in Florida's State Statutes Chapter 119 regarding this law. 06/09/14/HP

Contact information for the City of Marathon custodian of public records: Diane Clavier, City Clerk, Records Management Liaison Officer (RMLO) 9805 Overseas Highway, Marathon, FL 33050 Phone: 305-289-5020 Email: claviard@ci.marathon.fl.us