

REQUEST FOR PUBLIC INFORMATION

Date: _____

Department: _____

To: City Manager

_____ has requested the records described below. The request was received in this office on _____. This department hereby requests a determination as to whether or not such records are public under the Public Information Act.

State what records or documents are requested, what information is contained in the requested documents or records, why it is sensitive or should not be released, and attach a copy of the request:

City Manager's Response:

Release Information as Requested: _____

Do Not Release Information Requested: _____

Release Information Requested With The Following Exception: _____

Signature: _____

Date: _____

City Manager.