

TOWN OF LONG BEACH
Office of the Clerk-Treasurer
Request to Review and/or Copy a Public Record

STATEMENT OF REQUESTOR: This is a request to review the following public record(s).

REQUESTOR FURTHER STATES: I understand that such review must be conducted in the presence of a representative of the Town of Long Beach and that I may not remove any records without the advance, written authorization of said representative. I understand that if I request any copies, the copying fee must be paid in advance. I acknowledge that IC 5-14-3, Access to Public Records, has been made available to me.

Name of Requestor (printed)

Signature of Requestor

Title of Requestor, if any

Date Signed

RESPONSE BY TOWN: The request is APPROVED/DENIED (Representative to circle the appropriate response. If the request is denied, enter the reason here: _____)

Name of Representative (printed)

Signature of Representative

Title of Representative

Date of Approval or Denial

CONCLUDING STATEMENT OF REQUESTOR: I have been given the opportunity to review the above described records and any copies that I requested have been made for me.

Signature of Requestor

Date Signed