

PUBLIC RECORDS REQUEST (NONCOMMERCIAL)

Name: _____
Address: _____
City, State and Zip _____

Daytime Phone: _____

Evening Phone: _____

Records Requested: (add additional pages if necessary): Receive by Mail Receive inOffice

Form of Record Requested(if available): Hard Copy UNIX/WordPerfect ASCII

"**COMMERCIAL PURPOSE**" is defined by law as the direct or indirect use of any public record or records, in any form, for sale, resale, solicitation, rent, or lease of a service, or any use by which the user expects a profit either through commission, salary or fee. It shall not include publication or related use of a public record by a newspaper or periodical; use of a public record by a radio or television station in its news or other informational programs; or use of a public record in the preparation for prosecution of defense of litigation or claims settlement by the parties to such action or the attorneys representing the parties.

I understand that it is unlawful to obtain a public record for a noncommercial purpose and then to knowingly use or allow the use of the public record for a commercial purpose. Further, I understand that the city may collect damages of 3 times the amount that would have been charged if the actual commercial purpose had been stated, along with costs of collection of damages including reasonable attorneys fees and may impose any other penalty established by law.

Date: _____

Signature