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# Records Request

Please note that we make every effort to fulfill your public records request as promptly as possible, but we are not obligated to provide records immediately upon request. The fiscal officer or her representative should be present. Records requests will be fulfilled within 24-48 hours of the request.

Description of Records Being Requested (be specific about item and date):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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A deposit may be required on substantial volumes of records or electronic records.

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