

**CITY OF MONMOUTH
WRITTEN REQUEST FOR
COPYING OF PUBLIC RECORDS**

Date of request: _____

Received by: _____

Name: _____

Address: _____

Phone: _____

Describe in detail the public records you are requesting.

The City of Monmouth will respond to the above request within five (5) business days from the requested date unless an extension of five (5) additional days are necessary for reasons defined in Section 3(e) of the Act.

Date responded: _____

Responded By: _____

The requestor has been notified of an extension of five (5) additional days for response based on one of the following:

- i. records are stored in a separate location
- ii. volume of records is extensive
- iii. records are dispersed by category
- iv. requires more than a routine search
- v. will require redacting of personal information
- vi. will create an undue burden or interfere with operations
- vii. requires consulting another public body

initials