

**City of Carrollton  
Public Records Inspection Request Form**

FORM #PR02-01  
AMENDED: 09-07-2007

**I.** Applicant Information: Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Date of Request \_\_\_\_\_

**II.** Specific Public Record (s) Requested:

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

**III.** The above records are available for immediate inspection and may be reviewed at:

\_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ A.M. or \_\_\_\_\_ P.M.

**IV.** The above records are not available at this time, but may be inspected at:

\_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ A.M. or \_\_\_\_\_ P.M.

**V.** This request for inspection is denied due to the following reason (s):

\_\_\_\_\_ The records requested are exempted by law from mandatory disclosure.  
\_\_\_\_\_ The request places an unreasonable burden on the custodian in producing voluminous records.

Other reasons (specify): \_\_\_\_\_

\_\_\_\_\_

**VI.** I have received the above requested records and understand that I may make abstracts or have copies made, but may not remove these public records from this room.

\_\_\_\_\_  
(Signature of Applicant) \_\_\_\_\_ Date

**VII.** Please copy the following at a fee of \$0.10 per page of text.

Public Record (s): \_\_\_\_\_

Number of copies per page: \_\_\_\_\_ Pages to be copied are as follows: \_\_\_\_\_

\_\_\_\_\_

Copy of Ordinance Book by disk: \$ 10.00 per disk

TOTAL AMOUNT PAID: \$ \_\_\_\_\_

\_\_\_\_\_  
(Signature) \_\_\_\_\_ Official Custodian \_\_\_\_\_ Custodian \_\_\_\_\_

