# PUBLIC RECORDS REQUEST

1. All requests for public records must be submitted in writing, addressed to the City of Pea Ridge.

2. Requested records will be made available within three working days of receipt.

3. Date requested: ________________________________

4. Name of person requesting records: ________________________________

   Address: __________________________________

   Phone: ________________________________

5. Specific records requested and Date of Incident: ________________________________

6. Requesting party’s signature: ________________________________

   FOR OFFICE USE ONLY

7. Date records made available to requesting party: ________________________________

8. Name of person who provided records: ________________________________

9. Notes: ________________________________

10. Custodian of the Records Signature: ________________________________

11. Received By: ________________________________

The city of Pea Ridge does not discriminate on the basis of race, color, national origin, sex, religion, age or handicapped status in employment or provision of services.