



P.O. Box 10 • Pea Ridge, Arkansas 72751 • (479) 451-1122

MAYOR  
*Jackie Crabtree*

RECORDER  
*Sandy Burton*

### 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 : \_\_\_\_\_  
\_\_\_\_\_