



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

Mayor
Nathan See

Recorder
Sandy Button

LIFE'S BETTER ON THE RIDGE 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 : _____
