



# RECORDS REQUEST

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

PHONE: \_\_\_\_\_

RECORDS REQUESTED – BE SPECIFIC. INCLUDE DOCUMENT  
TITLE, DATE OF DOCUMENT & NUMBER OF COPIES NEEDED:

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

Printed Name: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**\*\*Copy charges\*\***

The Township cannot burn records onto a CD but can place them on a USB flash drive. For security reasons any flash drives used must be provided by the Township. Depending on size of drive needed, the charge per flash drive will be as follows.

**Resolution 007-24** No charge for first 5 pages, \$.10 per page after 5 pages, For placement of records on a flash drive the fee is \$5.00 up to 32 GB, \$10.00 for 64 and 128 GB, \$25.00 1TB drive.

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For office Use

Date Received: \_\_\_\_\_

Paid: \_\_\_\_\_

Date Completed: \_\_\_\_\_

Receipt # \_\_\_\_\_

Delivery Method: \_\_\_\_\_

Format of Record: \_\_\_\_\_