



PUBLIC RECORDS REQUEST FORM

GENERAL or ADMINISTRATION

Date: _____

TOW Rec'd By: _____

Date: _____ Time: _____

Information on Person making the request.

Name: _____

Business Name or Affiliation: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Preferred Delivery Method: _____ Paper Copies _____ Email _____ Inspect/Physical Review of Records

This form is not to be used for records available online at www.townofwheatlandwy.org

How to form a request for public records.

Please be as descriptive and thorough in your request as possible. Include specific dates, event name, topic, if a broad topic include specifics of what you are looking for, etc. Include the types of records you are requesting. The more detailed your request is, the better we can serve you.

Describe records you are seeking: _____

Date Range of record: from: _____ to: _____

Purpose of request: _____ Personal _____ Commercial _____ Litigation

Copies of the record requested will be provided as soon as reasonably possible, but no later than thirty days after the request has been acknowledged. Response may be delayed if all the information above is not provided or is not clear.

**Submit this completed form to the Town Clerk by email clerk@townofwheatlandwy.org
Town of Wheatland Attn: Town Clerk, 600 9th St. Wheatland, WY 82201**

Signature

Date