

Public Records Request Form

Hancock County Board of Developmental Disabilities

The Hancock County Board of Developmental Disabilities is pleased to provide the public with any public records not exempt from disclosure by law. You are not legally required to complete a written request for public records, but filling out a written request enhances our ability to identify, locate, and deliver the requested public records.

Requestor Information

NAME:

CITY, STATE, ZIP:

PHONE

EMAIL:

Public Record Information

Please use the space below to legibly print a clear description or identification of the particular records you wish to receive. Please be sure to include a time frame during which the record was created. If the request is too broad or vague, we may be unable to provide you with the records.

Cost Information

The Hancock County Board of Developmental Disabilities charges \$0.05 per page (letter or legal size) for black and white copies and \$0.07 per page for color copies of public records. Additional charges will apply for, larges size copies, CD's, or DVD's. These fees cover copying costs. You will also be responsible for expenses such as delivery, postage, and any other costs related to delivery or transmission of the records.

I agree to pay the expenses of fulfilling this Public Records Request as specified as above prior to receiving the records requested.

Signature

Date/Time