



**City of Dayton  
Public Information Request**

The information may or may not be available at the time requested or may not be available for public inspection. Should this occur, you will be informed in writing within 10 business days of a date when the information will be available.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Representing Company or Firm: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Description of Public Record(s) Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_

**Approval for Release of Public Records**

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

Fees: \_\_\_\_\_ Approved for Release by: \_\_\_\_\_

*(Approval for release by City Secretary, City Manager, City Attorney only)*

City Attorney Opinion: \_\_\_\_\_ Yes \_\_\_\_\_ No Comments: \_\_\_\_\_

\_\_\_\_\_

AG Opinion: \_\_\_\_\_ Yes \_\_\_\_\_ No Date Submitted: \_\_\_\_\_

Date Returned: \_\_\_\_\_ Approved by AG: \_\_\_\_\_ Yes \_\_\_\_\_ No

## LIST OF PUBLIC RECORDS CHARGES

ITEM OR SERVICE	NUMBER	CHARGE	TOTAL
Standard Copy (8 ½ x 11 or smaller)	_____	.10¢ per copy	\$ _____
Standard Copy (11 x 17 or larger)	_____	.50¢ per copy	\$ _____
<b>Other Nonstandard Formats:</b>			
CDR or CDRW	_____	\$1.00 each	\$ _____
DVD	_____	\$3.00 each	\$ _____
Personnel Charge-programming	_____	\$28.50 per hour	\$ _____
Other personnel <i>(does not apply to 50 or less paper copies)</i>	_____	\$ 15.00 per hour	\$ _____
Overhead Charge	_____	20% of personnel charges	\$ _____
Miscellaneous Supplies	_____	actual cost	\$ _____
Postage & Shipping charge	_____	actual cost	\$ _____
Other costs	_____	actual cost	\$ _____
Outsourced of Contracted Services	_____	actual cost	\$ _____
<b>TOTAL CHARGES DUE</b>			<b>\$ _____</b>